

# Agenda Packet 1-13-2015

Saturday, January 10, 2015 9:27 PM

Roxbury Free Library  
Board of Trustees Meeting  
January 13, 2015 5:30 PM  
Agenda

**Call to Order**

1.0 Additions/Postponements of /Agenda Items

2.1 Review and approval of minutes of 12/16/2014

2.2 Review of Treasurer's report

2.3 Library Director's Report

**3.0 Old Business**

3.1 Finalize 2015-2016 budget

**4.0 New Business**

4.1 Preparation of materials for Town Report

4.2 Meet with Selectboard to review budget

4.3 Submit names of Library Board candidates for election (Carl Ellis, 3 yr. term)

**5.0 Adjourn**

**Roxbury Free Library  
Board of Trustees Meeting  
December 9, 2014 5:30 PM**

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**Call to Order: 5:30 pm**

- Additions/Postponement of Agenda Items
  - None
- Review and approval of minutes of 11/11/2014
  - A motion was made by Jane Pincus to accept the draft minutes as amended. Vote: 4 yes, 0 abstentions, 0 no. Approved
  - Last month's minutes were amended to read "We will revisit the process of logo design in the future," to replace "We will devise a satisfactory logo in the future."
- Review of Treasurer's Report
  - Read and approved. The CPA has advised that the Trustees will be responsible for payroll and unemployment taxes in the future, instead of the town.
- Library Director's Report
  - Report highlighted that this coming Saturday, December 20<sup>th</sup>, is GO LIVE day, on which the computerization of the catalog will be completed.

**Old Business**

- Budget
  - Discussed and altered to respond to our capacities and needs.
- Friends Letter
  - Discussed
- Gifts Policy
  - A motion was made by Jane Pincus to approve Gift Policy FINC 001. Vote: 5 yes, 0 abstentions, 0 no. Approved
- Go Live
  - Discussed by the board
- Arts Bus
  - We are waiting on information from The Arts Bus before continuing our discussion.

**\*\* To be approved at the next regularly scheduled board meeting.**

**New business**

- Photoshop
- Programs
- Christmas gift list
  - These items were tabled due to relevance and need for board input.

**Adjournment:** 7:40

DRAFT

\*\* To be approved at the next regularly scheduled board meeting.

## Trustee Meeting held - January 13<sup>th</sup> 2015

## DIRECTOR'S REPORT

December 2014

**Table 1.** Summary of library Statistics during the past 6 months

Month	# Children <sup>‡</sup>	# Adults <sup>‡</sup>	Total books	Adult books	Videos	I.L.L. Requests	Ref ?s	New patrons	Computer usage	Universal Class	E-books	Passes
5-2014	40	122	169	64	21	25	16	1	32	0	11	0
5-2013	51	115	148	50	19	9	10	2	53	0	0	4
7-2014	56	133	198	69	24	13	21	4	61	0	10	1
7-2013	60	126	171	66	36	8	7	7	59	0	0	4
3-2014	50	93	152	48	19	4	20	0	40	0	13	4
3-2013	49	121	150	66	22	10	16	4	74	0	16	4
2-2014	25	82	101	71	11	6	12	2	32	0	7	2
2-2013	34	82	169	64	12	16	14	2	39	1	13	0
10-2014	31	86	98	49	44	4	9	1	39	0	5	0
10-2013	64	72	185	55	20	20	9	1	24	0	41	1
11-2014	44	81	133	33	69	6	9	0	36	0	8	0
11-2013	19	71	107	49	6	8	8	3	13	0	28	2
12-2014	12	50	68*	4	16	17	8	3	37	0	2	1
12-2013	6	55	96	45	7	3	9	0	9	0	23	1

‡ The data presented in these columns do not include individuals attending program events during the specified month.

\* The data presented for Dec. 2014 is slightly incorrect. The data for this month bridges both our old and new record keeping systems. I need to spend more time with the data as we transition between systems to figure out how to take advantage of the more detail now available to us but still keeping things comparable with historical circulation data.

Active Patrons - Currently we have 165 (+) active patrons using the RFL. Currently we have 46 patrons registered and using LUV.

### Library operations

- Upcoming events
  - Adult Book Club 1/29/2014
  - Home School Spanish Language Group on Mondays through the 19<sup>th</sup>.
  - In February we will be starting an 8 week Story Hour Session
  - We are planning a multi-week film series surrounding the film "The Vermont Movie" (February is the tentative start for the series).

### December outreach

- In November the RFL hosted 2 programs and meeting space for 1 events. Attendance in these events included 32 children and 14 adults.
- Our new website is up and going.

### Circulation

- Number of collection items cataloged to date: 2,513

## Trustee Meeting held - January 13<sup>th</sup> 2015

**DIRECTOR'S  
REPORT**

*December 20*

### Miscellaneous

- Midstate Regional Library will be closing
- TDS performed some maintenance related to our internet service
- Volunteers providing service in the past month include:



Joan Leary  
Carol Edwards  
Jessamyn West  
Boo Smith  
Fran French  
Hannah Zajac

### RFL Service description

[ We saved a patron money by providing them access to specific online Consumer Report information about a product they were considering purchasing. ]