

# Agenda Packet 7-8-2014

Saturday, July 5, 2014 1:46 PM

Roxbury Free Library

Board of Trustees Meeting  
July 8, 2014

Agenda

- Call to order
- Review and approve minutes of 6/10/2014
- Review Treasurer's report
- Review Library Director's report

Old Business

- Review and sign draft update of mission statement
- Review changes in Vermont Open Meeting Law

New Business

- Reevaluate Board of Trustees Calendar
- Review RFL Personnel Policy
- Review RFL Board of Trustees Responsibilities
- End of Fiscal Year Report

ROXBURY FREE LIBRARY

Board of Trustees

Meeting Minutes, June 10<sup>th</sup>, 2014

Present: Elizabeth Carney, Donald Breivogel-Williams, Carl Ellis, Jane Pincus, Ryan Zajac  
Absent: Sandra Carrillo

**Minutes were accepted as written.**

**Treasurer's Report, accepted as offered.**

**Library Director's Report: See attached.**

**Upcoming Appreciation Luncheon for Volunteers:** Ryan, appetizers; Betty dessert, salads; Don, drinks; Jane, main dish; Carl, stir fry.

**Vision Statement:** Has been rewritten and approved. It will be signed in July.

**Work on Logo:** Deferred

**July 4<sup>th</sup> Book and Bake Sale:** Everyone has a list. It will be set up Thursday night, and take place from 9 am to 3 pm Saturday. Jane and Betty will be selling desserts in the firehouse, and Ryan and Joan will be with the books at the Community Center.

**SPECIAL MEETING OF LIBRARY TRUSTEES**

**5 pm, June 25, 2014**

**Present: Elizabeth Carney, Carl Ellis, Jane Pincus, Don Breivogel-Williams, Ryan Zajac, Library Director**

**#1: *Posting of announcements for Library meetings & for subsequent meeting minutes.*** In order to comply with the new posting rules which come into effect July 1<sup>st</sup>, 2014, the Trustees, after a considered discussion, decided that meeting announcements and Library minutes will be placed on the Library website, at the Town Clerk's office, and at the Post Office.

**#2: *Contract for part-time assistant:*** The Trustees reviewed and approved a description of the major responsibilities & duties of the Library Director, which stipulates that he is empowered to do the hiring, supervision and training of any personnel. The Trustees were notified that Lisa Ewald will be the Library assistant. She starts at 8 hrs. per week, at \$10.50 an hour, for 52 weeks. We are in agreement with the description of the agreement signed between Ryan and Lisa.

The meeting ended at 5:30

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

Roxbury Free Library Monthly Financial Report

Tuesday, July 8, 2014

Carl Ellis, Treasurer

Tuesday, July 1, 2014

		Change
NSB Checking Account Balance	\$ 635.22	\$ -
Library Operating Fund	\$ 2,887.67	\$ (1,351.62)
Capital Improvement Fund	\$ 924.59	\$ -
Unexpended Annual Budget	\$ 1,699.45	\$ (1,523.99)
YTD Fundraising	\$ 1,148.50	\$ -
YTD Donations	\$ 4,285.00	\$ 30.00
Total:	\$ 5,433.50	\$ 30.00
Budgeted Fundraising FY 2014	\$ 994.57	
Budgeted Donations FY 2014	\$ 2,650.00	
Total:	\$ 3,644.57	
Remaining to Be Earned FY 2014:	\$ (1,788.93)	\$ (30.00)

	FY 2013		FY 2014	
	(Per Month)	(Cumulative)	(Per Month)	(Cumulative)
	Jul \$ 416.00	\$ 416.00	\$ 621.50	\$ 621.50
	Aug \$ 755.00	\$ 1,171.00	\$ -	\$ 621.50
	Sep \$ -	\$ 1,171.00	\$ 25.00	\$ 646.50
	Oct \$ 6.00	\$ 1,177.00	\$ 50.00	\$ 696.50
<b>FUNDRAISING</b>	Nov \$ 1,165.00	\$ 2,342.00	\$ 500.00	\$ 1,196.50
<b>COMPARISON</b>	Dec \$ 301.00	\$ 2,643.00	\$ 2,001.00	\$ 3,197.50
	Jan \$ 245.00	\$ 2,888.00	\$ 598.00	\$ 3,795.50
	Feb \$ -	\$ 2,888.00	\$ 330.00	\$ 4,125.50
	Mar \$ 395.00	\$ 3,283.00	\$ 461.00	\$ 4,586.50
	Apr \$ -	\$ 3,283.00	\$ 200.00	\$ 4,786.50
	May \$ 660.50	\$ 3,943.50	\$ 617.00	\$ 5,403.50
	Jun \$ -	\$ 3,943.50	\$ 30.00	\$ 5,433.50

FISCAL YEAR 2015  
Comparative Budget Report

<u>Revenue Account</u>		<u>Budget - FY 2015</u>	<u>Budget - FY 2014</u>	<u>2014 Actual</u>	<u>Surplus Income</u>
15-6-03-03.00	Interest	\$ -	\$ -	\$ -	\$ -
15-6-03-03.01	CD Interest	-	-	-	-
15-6-03-03.02	Dividends	300.00	250.00	339.62	89.62
15-6-03-09.00	Grants	-	250.00	50.00	(200.00)
15-6-03-10.00	Town Appropriations	21,810.00	12,000.00	12,000.00	-
15-6-03-11.00	R. F. L. Funds	-	-	-	-
15-6-03-12.00	Donations	2,700.00	2,650.00	4,285.00	1,635.00
15-6-03-13.01	Fundraising	1,000.00	994.57	1,148.50	153.93
15-6-03-14.00	Misc. Income	-	7,175.43	56.00	56.00
		<u>\$ 25,810.00</u>	<u>\$ 23,320.00</u>	<u>\$ 17,879.12</u>	<u>\$ 1,734.55</u>

<u>Expenditures Account</u>		<u>Budget - FY 2015</u>	<u>Budget - FY 2014</u>	<u>2014 Actual</u>	<u>Excess Expense</u>
15-7-10-11.00	Transfer out	\$ -	\$ -	\$ -	\$ -
15-7-30-00.00	Library Expenses	-	-	-	-
15-7-30-20.00	Postage	240.00	350.00	376.75	26.75
15-7-30-21.00	Supplies	400.00	500.00	280.28	(219.72)
15-7-30-21.01	Books/Materials	3,000.00	3,000.00	1,964.78	(1,035.22)
15-7-30-21.02	RIF	225.00	250.00	179.59	(70.41)
15-7-30-21.03	Programs	400.00	500.00	392.40	(107.60)
15-7-30-21.04	Grant Programs	250.00	700.00	250.00	(450.00)
15-7-30-22.00	Computer/Software	650.00	1,000.00	33.00	(967.00)
15-7-30-22.01	VOKAL Annual Fee	350.00	250.00	250.00	-
15-7-30-22.02	Dues	250.00	-	200.00	200.00
15-7-30-24.00	Equipment/Furniture	250.00	250.00	-	(250.00)
15-7-30-30.00	Electricity	450.00	450.00	474.18	24.18
15-7-30-31.00	Telephone/DSL	400.00	400.00	494.00	94.00
15-7-30-32.00	Fuel	1,800.00	1,800.00	1,723.80	(76.20)
15-7-30-45.01	Training/Professional	400.00	600.00	1,288.00	688.00
15-7-30-48.00	Library Insurance	1,400.00	1,400.00	1,353.26	(46.74)
15-7-30-62.00	Maintenance	200.00	100.00	102.44	2.44
15-7-30-96.00	Director Payroll	10,920.00	10,920.00	11,578.11	658.11
15-7-30-96.01	Librarian Sub. Pay	-	400.00	-	(400.00)
15-7-30-96.02	Mileage	300.00	400.00	379.96	(20.04)
15-7-30-96.03	Assistant Librarian	3,900.00			
15-7-30-97.00	Gifts	25.00	50.00	-	(50.00)
15-7-30-98.00	NSB Account	-	-	-	-
15-7-30-99.00	Misc. Expense	-	-	300.00	300.00
		<u>\$ 25,810.00</u>	<u>\$ 23,320.00</u>	<u>\$ 21,620.55</u>	<u>\$ (1,699.45)</u>

## Trustee Meeting held – July 8<sup>th</sup> 2014

## DIRECTOR'S REPORT

June 2014

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

Month	# Children‡	# Adults‡	Total books	Adult books	Videos	I.L.L. Requests	Ref ?s	New patrons	Computer usage	Universal Class	E-books	Passes
12-2013	6	55	96	45	7	3	9	0	9	-	23	1
12-2012	15	63	111	52	4	4	2	2	22	0	4	1
1-2014	21	77	166	61	29	12	10	4	12	-	2	2
1-2013	23	62	162	52	16	11	13	1	18	0	2	2
2-2014	20	54	137	69	2	9	11	1	15	0	7	2
2-2013	29	64	163	50	17	1	14	3	18	0	4	1
3-2014	29	75	193	93	39	15	13	1	21	0	15	0
3-2013	25	80	118	31	14	5	7	0	19	2	11	1
4-2014	32	83	139	52	24	8	11	7	15	0	4	0
4-2013	28	76	150	71	5	3	6	0	25	0	0	0
5-2014	32	83	117	51	15	7	15	1	24	0	15	2
5-2013	42	71	115	44	29	5	8	5	23	0	2	1
6-2014	40	122	169	64	21	25	16	1	32	0	11	0
6-2013	51	115	148	50	19	9	10	2	53	0	0	4

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

Active Patrons – Currently we have 131 (+) active patrons using the RFL. Currently we have 45 patrons registered and using LUV.

### Library operations

- Upcoming events
  - No programs are scheduled during the next few weeks as I anticipate taking time off surrounding the arrival of our new baby sometime near the end of July.
  - We have begun to offer access to free art supplies to youth during the day on Tuesdays.
  - The library continues to be open an extended 18 hours a week through August.

### June outreach

- In June the RFL hosted a total of 4 programs.
- Programs included: Wii Olympics, Volunteer Appreciation Luncheon, Joan Leary Celebration, F.O.L. book distribution.
  - Attendance in these events collectively included 42 adults and 38 children.
- I will begin sending the Select Board a quarterly report of our operations this week.

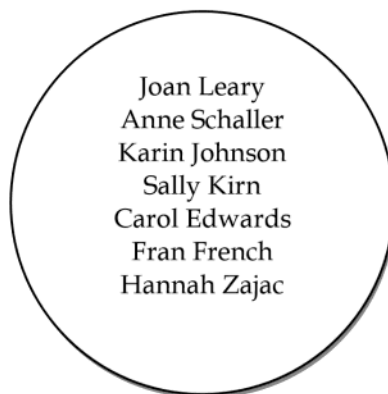
### Circulation

### **Trustee Meeting held - July 8<sup>th</sup> 2014**

- Number of collection items cataloged to date: 884. Number of new items in the past month: 3 (this is a low number due to being conservative at the end of the fiscal year in June)

#### **Miscellaneous**

- Lise Ewald was hired as the Assistant Director
- I met with Lisa Mercurio to discuss services the RFL could offer our senior citizens.
- I will hold off on presenting you Long-Term plan work tonight due to the large amount of policy work already on the agenda.
- Volunteers providing service in the past month include:



#### **RFL Service description**

Recently we had a family come in to the library. The mother got the children setup in the toys, came up to the circulation desk and looked back in on the kids. Her short statement: "ahh, they're happy now." goes to show that we offer positive services to community members.



ID	Title	Frequency	Last Revision
MISS-002	Mission Statement	Annually	Draft

**Roxbury Free Library  
Mission Statement**

**Draft Mission Statement**

Our mission is to develop and nourish the spirit and imagination of all persons in our community. To achieve this we will provide free access to the services and information you seek. We will strive to keep our library relevant to the Roxbury community. We will create programs oriented locally, nationally, and internationally, and offer services which bring us together under the vision of enhancing our community and its place in the world.

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**Existing Mission Statement**

*Roxbury Free Library shall provide quality service to residents of Roxbury and others, in an open and non-judgmental environment, with free access to a variety of library resources and public programs for life-long learning and personal enrichment.*

Date of adoption \_\_\_\_\_

Approved by:

Elizabeth Carney \_\_\_\_\_

Sandra Carrillo \_\_\_\_\_

Carl Ellis \_\_\_\_\_

Jane Pincus \_\_\_\_\_

Donald Breivogel-Williams \_\_\_\_\_

<b>ID</b>	<b>Title</b>	<b>Frequency</b>	<b>Last Revision</b>
PERS-001	Personnel Policy	Annually	7-2013

### **Roxbury Free Library Personnel Policy**

Roxbury Free Library is a municipal library. The affairs of the library are managed by the Board of Trustees. The library hires a part-time Library Director, who is exempt from the Town's Personnel Policy. It is our belief that the Library Director is first among the Library's valuable assets, and as such, every attempt is made to deal with the Library Director in ways that are fair, and that will nurture a mutually beneficial relationship between the Library and its Director. The Library is an equal opportunity employer and does not discriminate on the basis of age, sex, race, religion, color, sexual orientation, place or birth, ancestry, physical or mental condition or national origin.

This policy is not considered a contract to employment.

I. Recruitment: Any vacant position should be posted and advertised in local newspapers and social media stating position, pay scale, and application date deadline as well as other pertinent information. Reference checks may be made by telephone contact prior to an offer of employment.

II. Probationary Period: All appointments shall be made with a probationary period of 6 months. The Trustees, in their sole discretion, may reduce this probationary period if it determines that a reduction is justified. One month prior to the end of the probationary period, the Board will carefully review the work of the new employee. During the probationary period, the Trustees may remove an employee who is unable or unwilling to perform the duties of the position satisfactorily or whose performance and dependability do not merit continuance in the service to the Town.

III: Employee Responsibilities and Performance Evaluation: The Library Director will be given a position description at the time of employment, which shall stipulate the qualifications for and responsibilities required of the position. The Board of Trustees will review the description on an annual basis with the Director, at which time any modifications deemed necessary or advisable will be made.

This meeting will occur in December unless otherwise scheduled by the Trustees. After this evaluation, the Trustees will present the Library Director with a written performance review. Also at this time, the Director will submit his or her own self-evaluation, which shall detail the Director's goals for the coming year. Copies of the evaluations will be kept in the Director's personnel file.

IV. Termination: The Trustees may dismiss the Director if they eliminate the position or if

the Director becomes unable to perform the duties of the position for reasons which are beyond his or her control. The Trustees shall provide such employee with written notice of its intent to dismiss the employee and the reasons for such dismissal. The Trustees shall also provide the employee an opportunity to meet with them to review the reason for dismissal. Following such meeting, the Trustees shall provide the employee with written notice of their decision. The Trustees decision shall be final.

V. Grievances: It is the intent of the Trustees of Roxbury Free Library to address grievances informally. Employees are encouraged to make every effort to resolve problems as they arise. It is recognized, however, that there may be grievances, which will be resolved only after a formal appeal and review. A grievance is any matter considered by the employee as grounds for complaint. An employee who believes that inequitable treatment has been received because of some condition of employment may personally or through representatives appeal for relief from that condition to the Trustees.

VI. Pay and Benefits: The pay rate of the Library Director will be based on qualifications and experience and determined each year during the budget planning process by the Trustees. Also to be determined at that time will be the hours of combined time off, and the amount of money available for training and professional development.

Created by Trustees on \_\_\_\_\_

Signatures:

Revised:

ID	Title	Frequency	Last Revision
BYLA-002	Trustees Calendar	Annually	Never

**Roxbury Free Library  
Trustee's Calendar**

<b>July</b>	<ul style="list-style-type: none"> <li>• New Fiscal Year begins</li> <li>• End of Year Fiscal Report Due (Treasurer) <i>Copy submitted for Town Report in January</i></li> <li>• Assist with Independence Day Bake Sale</li> </ul>
<b>Aug. - Oct.</b>	<ul style="list-style-type: none"> <li>• Review library policies and procedures</li> <li>• Review Library Director Personnel Policy</li> </ul>
<b>Sept.</b>	<ul style="list-style-type: none"> <li>• Library Director's Annual Report due to VTDOL</li> </ul>
<b>Oct.</b>	<ul style="list-style-type: none"> <li>• Send out Dear Friends Fundraising Letter</li> </ul>
<b>Nov.</b>	<ul style="list-style-type: none"> <li>• Library Director self-evaluation due (Library Director)</li> <li>• Start creating budget for next fiscal year</li> <li>• Discuss election of Trustees for following Town Meeting</li> </ul>
<b>Dec.</b>	<ul style="list-style-type: none"> <li>• Review Library Director Job Description</li> <li>• Conduct Library Director Evaluation (pay rate decided for inclusion in budget)</li> <li>• Coordinate Roxbury Village School Christmas Basket</li> </ul>
<b>Jan.</b>	<ul style="list-style-type: none"> <li>• Provide written evaluation to Library Director</li> <li>• Library Director Annual Report due (Library Director) <i>Submitted for Town Report</i></li> <li>• Approve budget for next fiscal year. <i>Copy submitted for Town Report</i></li> <li>• Word any Warnings for Town Report (Including appropriation and creation of reserve fund)</li> <li>• Submit names of Trustees up for election</li> <li>• Meet with Select Board to review budget</li> </ul>
<b>Feb.</b>	<ul style="list-style-type: none"> <li>• Evaluate Library use</li> <li>• Evaluate Trustee meetings</li> <li>• Finalize Raffle Baskets for Town Meeting</li> </ul>
<b>Mar.</b>	<ul style="list-style-type: none"> <li>• Town Meeting day (election of Trustees as necessary)</li> </ul>
<b>Apr.</b>	<ul style="list-style-type: none"> <li>• Elect officers</li> <li>• Review Mission Statement</li> <li>• Review Library By-Laws</li> </ul>
<b>May.</b>	<ul style="list-style-type: none"> <li>• Assist with Green Up Day Annual Book Sale</li> <li>• Coordinate Volunteer Appreciation Celebration</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• Create and sign Library Director's Agreement (payrate, hours,</li> </ul>

	etc..)
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Created by Trustees on \_\_\_\_\_

Signatures:

Revised: