

# Agenda Packet 2/10/2015

Roxbury Free Library  
Board of Trustees Meeting  
February 10, 2015 5:30 PM  
Agenda

**1.0 Call to Order**

1.0 Additions/Postponements of /Agenda Items

**2.0 Consent Agenda**

2.1 Review and approval of 1/13/2015 meeting minutes

2.2 Review of Treasurer's report

2.3 Library Director's Report

**3.0 Old Business**

3.1 None

**4.0 New Business**

4.1 Discussion of Town Meeting preparations

4.2 Discuss agenda for Board Retreat

4.3 Future meetings

3/3/2014 Town Meeting

3/10/2015 Board Meeting

3/22/2014 Board Retreat

**5.0 Adjourn 6:30**

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

Present: Elizabeth Carney Chair; Sandra Carrillo; Jane Pincus, Clerk; Carl Ellis, Treasurer; Ryan Zajac, Library Director

Absent: Don Breivogel-Williams, Vice Chair

**Call to Order:** The meeting was called to order at 5:32

### 1.0 Additions/Postponements of / Agenda Items

Library program options will be discussed.

### 2.1 Review and approval of minutes of 12/9/2014

A motion was made by Jane Pincus and seconded by Sandra Carrillo to accept the draft minutes. Vote: 4 yes, 0 abstentions, 0 no. Approved

### 2.2 Review of Treasurer's report

The Board discussed fundraising recordkeeping. Elizabeth will write Thank You letters for this year's letter campaign on cards Jane will make.  
Reviewed and approved

### 2.3 Library Director's Report

A discussion was shared about sharing patron's stories on the website. Reviewed and approved

## 3.0 Old Business

### 3.1 Finalize 2015-2016 budget

\*To be approved at the next normal board meeting

Reviewed and discussed the proposed budget. A motion was made by Elizabeth Carney and seconded by Jane Pincus to accept the proposed FY16 budget for \$29,150 and request \$28,600 from Town allocations. Vote: 4 yes, 0 abstentions, 0 no. Approved

## **4.0 New Business**

### **4.1 Preparation of materials for Town Report**

Elizabeth Carney will submit to the Town Clerk the updated statement to include for the warning in the 2015 Roxbury Town Report.

### **4.2 Meet with Selectboard to review budget**

We do not need to review our budget with the Selectboard

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

Carl has filed a petition to run for his seat again

### **4.4 Future Meetings**

2/10/2015 Board Meeting (RFL)

3/22/2015 Board Retreat (Carney's house)

### **4.5 Additional Agenda Items**

Library Program Suggestions: Cabaret, Bowl Making, Apple Evening, Voices for Vermont's Children, Poetry

## **5.0 Adjourn**

7:30

\*To be approved at the next normal board meeting

**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
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
8-2014	50	93	152	48	19	4	20	0	40	0	13	4
8-2013	49	121	150	66	22	10	16	4	74	0	16	4
9-2014	25	82	101	71	11	6	12	2	32	0	7	2
9-2013	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
1-2015	34	79	128	-	7	2	18	5	50	1	9	0
1-2014	21	77	166	61	29	12	10	4	12	0	2	2

‡ The data presented in these columns do not include individuals attending program events during the specified month. I am still deciding how to merge data between our old records and new found capabilities of collection report writing (e.g., the missing adult books data in 1-2015).

Active Patrons - Currently we have 170 (+) active patrons using the RFL. Currently we have 46 patrons registered and using LUV.

**Library operations**

- Upcoming events
  - Adult Book Club 2/23/2015
  - Story Hour (Tues. and Sat. through March)

**December outreach**

- In January the RFL hosted 1 program and meeting space for 2 events. Attendance in these events included 20 children and 9 adults.

**Circulation**

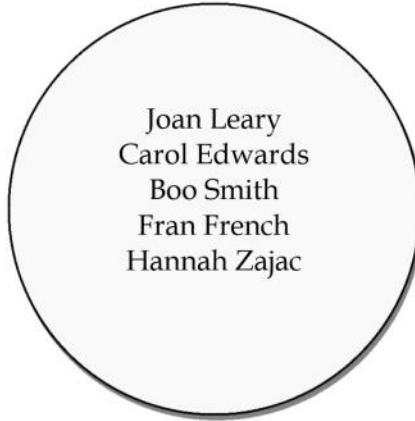
- Number of collection items to date: 2,694

**Miscellaneous**

- I meet with Sharon Colvin, the new DOL Youth Services Librarian, on 1/6/2015
- I attended the VOKAL ¼ meeting on 1/23/2015
- We're anticipating changes for the future of the VT. Library Standards Process

## Trustee Meeting held - February 10<sup>th</sup> 2015

Volunteers providing service in the past month include:



### RFL Service description

