

# Agenda Packet 4/14/2015

Roxbury Free Library  
Board of Trustees Meeting  
April 14, 2015 at 17:30  
Agenda

- I. Call to order
- II. Additions/Postponements of Agenda Items
- III. Review and approval of minutes of 3/22/2015 meeting
- IV. Review of Treasurer's report
- V. Library Director's report
- VI. Old Business
  - a. Preparations for Green Up Day Book Sale
  - b. Review of By-Laws –BYLA-001
  - c. Library Space
- VII. New Business
  - a. Plan for Library Spring Clean up

Roxbury Free Library

Retreat

Carney Residence – 140 Schuler Road, Roxbury, VT

March 22, 2015 at 11:00 AM

Agenda

**Present:** Elizabeth Carney (Chair), Don Breivogel-Williams(Vice-Chair), Carl Ellis (Treasurer), Jane Pincus (Clerk), Sandra Carrillo, Lise Ewald (RFL Assistant Director), Ryan Zajac (RFL Director)

I. March Meeting agenda

a. Call to Order

The meeting was called to order at 11:01

b. Additions/Postponements of Agenda items

none

c. Review and Approval of minutes of 2/10/15

Vote: 5 yes, 0 abstentions, 0 no. Approved

d. Review of Treasurer report

Reviewed

e. Library Director's Report

See attachment. Note upcoming program with two master gardeners either April 11th or 18th.

f. Old Business

g. New Business

i. Election of Board Officers

Board members will continue serving in their current office. Vote: 5 yes, 0 abstentions, 0 no. Approved

## ii. Review of Mission Statement

Mission Statement reviewed, discussed, amended, and approved to read: *Our mission is to develop and nourish the spirit and imagination of all persons in our community. We will provide free access to the services and information you seek, and keep our library relevant to the Roxbury community, with the vision of enhancing our community and its place in the world.*

Vote: 5 yes, 0 abstentions, 0 no. Approved

## II. Retreat Agenda

- a. How to reach out to non-users
- b. Programs – organized by RFL vs supported or co-sponsored by RFL
- c. Fundraising plans for next fiscal year
- d. Betsy Eckfeldt Children’s Space

The Retreat discussion centered around the differences between Library sponsored programs and community programs supported by the Library. We talked about a range of programs and possible ways to advertise them.

Roxbury Free Library Monthly Financial Report

Tuesday, April 14, 2015

Carl Ellis, Treasurer

Wednesday, April 8, 2015

		Change
NSB Checking Account Balance	\$ 775.22	\$ -
Library Operating Fund	\$ 2,982.82	\$ (2,104.18)
Capital Improvement Fund	\$ 925.51	\$ -
Unexpended Annual Budget	\$ 3,900.33	\$ (2,484.18)
YTD Fundraising	\$ 484.29	\$ 230.00
YTD Donations	\$ 4,729.15	\$ -
Total:	\$ 5,213.44	\$ 230.00
Budgeted Fundraising FY 2015	\$ 1,000.00	
Budgeted Donations FY 2015	\$ 2,700.00	
Total:	\$ 3,700.00	
Remaining to Be Earned FY 2015:	\$ (1,513.44)	\$ (230.00)

	FY 2014		FY 2015	
	(Per Month)	(Cumulative)	(Per Month)	(Cumulative)
	Jul \$ 621.50	\$ 621.50	\$ -	\$ -
	Aug \$ -	\$ 621.50	\$ 579.15	\$ 579.15
	Sep \$ 25.00	\$ 646.50	\$ 254.29	\$ 833.44
	Oct \$ 50.00	\$ 696.50	\$ 1,140.00	\$ 1,973.44
<b>FUNDRAISING</b>	Nov \$ 500.00	\$ 1,196.50	\$ 25.00	\$ 1,998.44
<b>COMPARISON</b>	Dec \$ 2,001.00	\$ 3,197.50	\$ -	\$ 1,998.44
	Jan \$ 598.00	\$ 3,795.50	\$ 2,585.00	\$ 4,583.44
	Feb \$ 330.00	\$ 4,125.50	\$ 400.00	\$ 4,983.44
	Mar \$ 461.00	\$ 4,586.50	\$ 230.00	\$ 5,213.44
	Apr \$ 200.00	\$ 4,786.50		
	May \$ 617.00	\$ 5,403.50		
	Jun \$ 30.00	\$ 5,433.50		

\$155.00 contrib. directly to Checking Acct.  
Not in Town Books.

**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
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
2-2015	43	98	391 total items			5	17	3	36	0	9	0
2-2014	20	54	137	69	2	9	11	1	15	0	7	2
3-2015	27	65	322 total items			3	9	3	18	0	8	0
3-2014	29	75	193	93	39	15	13	1	21	0	15	0

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

Active Patrons - Currently we have 174 (+) active patrons using the RFL. Currently we have 45 patrons registered and using LUV.

**Library operations**

- Upcoming events and meetings
  - Master Gardener Program (4/18/2015)
  - Roxbury Crafter’s Meeting (4/16/2015)
  - Adult Book Club (4/20/2015)
  - Vermont Money Smart Week (4/18-25/2015)
  - Poetry Out Loud Finals Broadcasts (4/28 and 4/29/2015)
  - Green Up Book Sale & Raffle (5/2/2015)
  - Bioblitz (5/9/2015)
  - VT Movie in planning
  - Town Garage Program in planning

**March Outreach**

- In March the RFL hosted 8 programs and meeting space for 2 events. Attendance in these events included 22 children and 9 adults.
- I’m not sure how to get the stats for website

## Trustee Meeting held - April 14<sup>th</sup> 2015

### DIRECTOR'S REPORT

March 2015

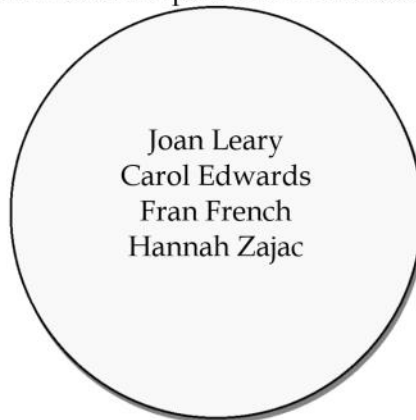
#### March Circulation

- Number of collection items to date: 3,081
- Our collection has become markedly more accessible to other libraries since we've automated. In the past 3 months we have circulated roughly one item to other libraries every other week.

#### Miscellaneous

- Does the board have any interest in participating in the statewide Night of 1,000 Stars program again (5/28/2015 is the date)?

Volunteers providing service in the past month include:



[ In the past two months our library has provided access for community members to file unemployment claims. ]

**RFL Service description**

<b>ID</b>	<b>Title</b>	<b>Frequency</b>	<b>Last Revision</b>
BYLA-001	By Laws	Annually	8-12-2014

**Roxbury Free Library  
By Laws**

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**DRAFT Roxbury Free Library Bylaws  
(04/12/12)**

**Article 1. Title and Authority:**

The name of these by-laws shall be known as the Roxbury Free Library By-laws. By-laws offer a structure within which to operate by outlining the board's operation.

**Article 2. Purposes:**

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

**Article 3. Fiscal Year:**

The fiscal year of the library shall be July 1 through June 30.

**Article 4. Board of Trustees:**

- a. The library shall be governed by a Board of Trustees. The Board of Trustees shall consist of five members, all elected for terms of three years each at the annual Roxbury town meeting. Terms will be staggered.
- b. Newly elected members will take office at the first meeting following the annual Roxbury town meeting.
- c. Eligibility for the Board of Trustees shall be limited to adults who are residents or landowners in Roxbury. ~~~



- d. ~~~ Trustees, as stated in VT Statute 22, Chapter 3, Section 143, shall have full power to manage the public library, make and revise by-laws, elect officers, establish a library policy and receive, control and manage property which shall come into the hands of the municipality of Roxbury by gift, purchase, devise or bequest for the use and benefit of the library.
- e. Trustees shall also be responsible for long range planning for library services

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to the community; fund raising, budgeting and financial management of the library; maintenance of the library building; hiring a library director; maintaining and fostering strong relations between the library and the community; and serving as advocates for the library and library service.

- f. in the event of a board vacancy, after the annual Roxbury town meeting, the board will recommend an appropriate individual to the Roxbury Selectboard. The Selectboard will then appoint a trustee until the following annual Roxbury town meeting.
- g. All the actions of the Trustees shall be of the board as a unit. No board member shall act on behalf of the board, on any matter, without prior approval of the board. No Board member by virtue of his/her office, shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.
- h. Each Trustee shall have one vote, irrespective of office held.
- i. A Trustee must be present at a meeting to have his/her vote counted.
- j. No compensation may be paid to the members of the Board for their services. However, Board members may be reimbursed for their actual and necessary expenses incurred in performing duties if so authorized by the library Board.
- k. All Board members shall avoid situations that would appear to suggest

any personal gain by virtue of their service on the board, whether in making decisions about hiring personnel, awarding bids, purchasing goods and services, etc.

1. The board will join the Vermont Library Association as a board. If individual Trustees wish to join VLA, they will be expected to pay the dues themselves.

**Article 5. Officers:**

- a. The officers of the Board shall be the Chairperson, Vice-Chairperson, ~~~ Secretary and Treasurer, elected annually by the Board at the annual

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meeting in April each year. These officers shall serve for a period of one year. Vacancies of officers shall be filled by election of the Board.

- b. The Chairperson shall preside at all meetings of the Board, shall issue notice of all regular and special meetings, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board of Trustees, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.
- c. The Vice Chairperson, in the event of the absence or disability of the Chairperson, or of a vacancy in that office, shall assume and perform the duties and functions of the Chairperson.
- d. The Secretary shall keep a true and accurate record of all meetings of the Board and shall perform such other duties as are generally associated with that office.
- e. The Treasurer shall be the disbursing officer of the Board and shall perform such duties as generally devolve upon the office.
- f. In the absence or inability of the an officer, his/her duties shall be performed by such other members of the Board as the Board may designate.

**Article 6. Library Director:**

- a. The Board shall appoint a Library Director who shall be the executive officer of the library under the direction and review of the Board and subject to the policies established by the Board. S/he will develop and implement responsive, effective services for the community; will employ and direct the staff and volunteers; will operate the library under the financial conditions contained in the annual budget; and will share responsibility with the Board of Trustees for the care of the buildings and equipment.
- b. The Library Director shall act as technical advisor to the Board and shall attend all board meetings except any portion of a meeting at which his/her appointment or salary is discussed or decided. The Library Director shall render and submit to the Board monthly reports and make recommendations of such policies and procedures, which, in the opinion of the Library

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Director, will improve efficiency and quality of library service.

- c. An annual evaluation of the Library Director will be done by the Board.

**Article 7: Committees:**

- a. A nominating committee shall be appointed by the Chairperson three months prior to the annual Roxbury town meeting. Other candidates interested in serving on the Board can obtain the necessary papers from the Town Clerk so they can be placed on the Town Meeting Ballot.
- b. Committees for specific purposes may appointed by the Chairperson. Such committees shall serve until the completion of the work for which they were appointed. Committees may include members of the community with particular expertise or interest, but there should be at least one Trustee on each committee.
- c. All Committees shall make a progress report to the Board at each of its meetings.
- d. No committee will have other than advisory powers unless, by suitable

action of the Board, it is granted specific powers to act.

- e. The Chairperson shall be, *ex officio*, a member of all committees.

**Article 8. Meetings:**

- a. Regular meetings shall be held each month, the date and hour to be set by the Board. All Trustees are expected to attend all meetings of the board unless excused by the Chairperson for a particular reason.
- b. Special meetings of the Board may be called at any time by the Chairperson or upon the request of three members for a specific purpose. No business may be transacted at such special meeting except the stated business. Said meeting must be warned to comply with open meeting law with the time and place posted at the local post office, the Town Clerk's Office and the library, plus posted to a newspaper.
- c. Executive session is available for a limited number of discrete purposes. Outside of executive session, all meetings of a majority of the Board are public

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meetings, during which members of the public may address the Board on any issue on its agenda, subject to reasonable rules to ensure order and civility.

- d. The annual meeting shall be held in April of each year. The business transacted at this meeting shall include the welcoming of new Trustees and the election of officers.
- e. The operating and financial reports for the previous year shall be presented at the regular meeting in July.
- f. The preliminary budget for the subsequent fiscal year, as prepared by the Library Director and Treasurer, should be presented to the Trustees in December each year.
- g. The final budget for the subsequent fiscal year shall be presented (and approved by the Trustees - assuming all is in order) at the January meeting.

- h. The Trustees shall make a report at the annual Roxbury town meeting of the library activities, of the condition of the library and of the management and expenditure of moneys as have come into their hands.
- i. A simple majority of the Trustees shall constitute a quorum for conducting of all business. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within two weeks, and the Chairperson shall notify the absent members of this specially called meeting.
- j. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient:
  - i. Roll Call of Members
  - ii. Secretary's report
  - iii. Treasurer's report
  - iv. Library Director's report
  - v. Committee reports
  - vi. Unfinished business
  - vii. New business
  - viii. Period for Public Expression
  - ix. Adjournment ~ 5 ~

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- k. A draft of minutes from each regular meeting will be posted at the Town Clerk's Office and available at the library within 5 days.

**Article 9. Budgetary and financial procedures and responsibilities:**

- a. The Trustees have "full power" to spend the voter-approved appropriation from the general fund, grants of money, as well as money raised by the library through fundraising efforts, as outlined in the library budget. Money shall be deposited in the library account kept by the town treasurer and drawn by the Treasurer through approval of the trustees.
- b. The operating and financial reports for the previous year shall be presented

at the regular meeting in July.

- c. The preliminary budget for the subsequent fiscal year, as prepared by the Library Director and Treasurer, should be presented to the Trustees in December each year.
- d. The final budget for the subsequent fiscal year shall be presented (and approved by the Board - assuming all is in order) at the January meeting.

**Article 10. Rules:**

Meetings of the Board of Trustees shall be governed by *Robert's Rules of Order, Newly Revised* (1990), 11B VSA 206(b).

**Article 11. Review and Amendments:**

These By-Laws will be reviewed annually in April. These By-Laws may be amended or repealed in accordance with the procedure set forth relating to adoption of ordinances and rules in VT Statute<sup>24</sup> Chapter 59, Section 1976.

Date of adoption 4-12-12

Record of Adoption

Approved \_\_\_\_\_

Abstentions \_\_\_\_\_

Opposed \_\_\_\_\_