

Agenda Packet 5/12/2015

Roxbury Free Library
Board of Trustees Meeting
May 12, 2015 at 17:30

Agenda

- I. Call to order
- II. Additions/Postponements of Agenda Items
- III. Review and approval of minutes of 4/14/2015 meeting
- IV. Review of Treasurer's report
- V. Library Director's report
- VI. Old Business
 - a. Review results of Green Up Day Book Sale
 - b. Second Reading of –BYLA-001
- VII. New Business
 - a. Plan for Library Spring Clean up
 - b. Plan Volunteer Luncheon

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

Agenda

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

- I. Call to order
The meeting was called to order at 17:35
- II. Additions/Postponements of Agenda Items
none
- III. Review and approval of minutes of 3/22/2015 meeting
A motion was made by Don Breivogel-Williams to approve the minutes of 3/22/2015 as presented. Vote: 4 yes, 0 abstentions, 0 no. Approved
- IV. Review of Treasurer's report
A motion was made by Don Breivogel-Williams to accept the Treasurer's Report as presented. Vote: 4 yes, 0 abstentions, 0 no. Approved
- V. Library Director's report
A motion was made by Don Breivogel-Williams to approve the Director's Report as presented. Vote: 4 yes, 0 abstentions, 0 no. Approved
- VI. Old Business
 - a. Preparations for Green Up Day Book Sale
The board discussed the logistics of setup for the sale and the final details of the basket raffle.
 - b. Review of By-Laws –BYLA-001
The board discussed BYLA-001 and made substantive revisions to the original policy so the edited policy will be brought before the board again in May for another reading.
 - c. Library Space

* To be approved at the next normal board meeting (5/12/2015)

Library Space discussions will resume in the beginning of the FY16 fiscal year.

VII. New Business

a. Plan for Library Spring Clean up

Currently weather prohibits the cleaning of most of the lawn so this will be revisited in future meetings.

The meeting was adjourned at 19:13

Respectfully submitted,

Ryan Zajac (acting clerk)

* To be approved at the next normal board meeting (5/12/2015)

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DIRECTOR'S REPORT

April 2015

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	
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	
4-2015	36	75	0	0	0	2	18	2	33	0	10	0	
4-2014	32	83	139	52	24	8	11	7	15	0	4	0	

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

Active Patrons - Currently we have 176 active patrons using the RFL. Currently we have 45 patrons registered and using LUV.

Library operations

- Upcoming events and meetings
 - VLA Conference (5/19/2015)
 - Roxbury Crafter's Meeting (5/21/2015)
 - Night of 1,000 Stars (5/28/2015)
 - Summer Reading Program starting in late June

April Outreach

- In April the RFL hosted 2 programs and meeting space for 1 events. Attendance in these events included 0 children and 15 adults.

April Circulation

- Number of collection items to date: 3,081
- We are beginning to implement a new storage system for our video collection. Changes in our storage will allow us to dramatically increase the size of that collection in the future. We are excited about this improvement since both our


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youth and adult video collections contain items with some of the most frequent circulation stats in the entire library collection.

Miscellaneous

Nothing to report this month.

Volunteers providing service in the past month include:



Joan Leary
Carol Edwards
Fran French
Hannah Zajac

RFL Service description

One of our volunteers told me that even after being in Roxbury since their childhood they never actually felt like they were part of the community until they started volunteering at the circulation desk.

Policy Index

Section	No.	Title	Created	Term	Last Revis	Next Revis	File	Internal	Notes
BYLA	001	By-Laws	?	1 yr.	7/1/2013	remove	Policy Folder	No	Replaced by BYLA 003
BYLA	002	Trustees Calendar	8/12/2014	1 yr.	8/12/2014	7/1/2015	Policy Folder	Yes	New for updates and approval
BYLA	003	By-Laws	5/12/2015	1 yr.	5/12/2015	4/1/2016	Policy Folder	No	Replaced BYLA 001 in 2015 due to substantial changes in content
COLL	001	Borrowing & Overdue	4/12/2004	?	4/12/2004	?	Archives	No	Obsolete policy?
COLL	002	Collection Development	?	1 yr.	7/1/2013	7/1/2014	Policy Folder	No	
COLL	003	Internet and Computer Acceptable Usage	?	1 yr.	7/1/2013	7/1/2014	Policy Folder	No	
FINC	001	Gift Policy	-	1 yr.	-	-	Policy Folder	No	
MISS	001	Mission Statement	?	1 yr.	7/1/2013	removed	Policy Folder	No	Replaced by MISS 002 in 2014
MISS	002	Mission Statement	8/12/2014	1 yr.	3/22/2015	3/1/2016	Policy Folder	No	Replaced MISS 001 in 2014
OPER	001	Service, General Operations	?	1 yr.	7/1/2013	7/1/2014	Policy Folder	Yes	Mostly procedures?
OPER	002	Flag Policy	?	7 yr.	7/1/2013	7/1/2014	Policy folder	No	Relevant?
OUTR	001	School Use Policy	?	1 yr.	7/1/2013	7/1/2014	Policy Folder	No	
OUTR	002	Outreach Program	5/25/1994	1 yr.	7/1/2013	7/1/2014	Policy Folder	No	
PERS	001	Personnel	?	1 yr.	9/9/2014	7/1/2014	Policy Folder	Yes	Needs to be updated for multiple employees in the RFL
PERS	002	Library Director Job Description	1/10/2012	1 yr.	1/10/2012	8/1/2014	Policy Folder	Yes	

ID	Title	Frequency	Last Revision
BYLA-003	By-Laws	Annually	5-12-2015

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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: Purpose

The purpose of the Board of Trustees for the Roxbury Free Library is to oversee the operation of library in accordance with statutes of the State of Vermont and in accordance with the Roxbury Free Library By-laws.

Article 3: Fiscal Year

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

Article 4: Board of Trustees

- a. The Roxbury Free 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 Trustees 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. {replace with registered voters?}
- 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 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. The Selectboard may choose to appoint an individual of their own. {is this correct?}
- g. All the actions of the Trustees shall be as a unit of the board. No individual Trustee of the board shall act on behalf of the board, on any matter, without prior approval of the board. No Trustee 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 Trustees for their services. However, Trustees may be reimbursed for their actual and necessary expenses incurred in performing duties if so authorized by the library Board.
- k. All Trustees 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.
- l. If individual Trustees wish to join Vermont Library Association, they will be expected to pay the dues themselves.

Article 5: Board Officers

- a. The officers of the Board shall be the Chairperson, Vice-Chairperson, Secretary and Treasurer, elected annually by the Board at the annual 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 required with the office.
- f. In the absence or inability of an officer to perform his/her duties, 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 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: Board 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.
- 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 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 operating and financial reports for the previous year shall be presented at the regular meeting in July.
- e. 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.

- f. 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.
- g. 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.
- h. 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 Trustees may set a date for another meeting to be held within two weeks, and the Chairperson shall notify the absent Trustees of this specially called meeting.
- i. 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
- j. Agendas for regular and special meetings and minutes of meetings will be posted according to the Vermont Open Meeting Law.

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 November 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 December 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 24 Chapter 59, Section 1976.

Date of adoption 4-12-12

Record of Adoption

Approved _____

Abstentions _____

Opposed _____