

Agenda Packet 6/9/2015

Agenda

Roxbury Free Library
Board of Trustees Meeting
June 9, 2015 at 17:30

- 1.0 Call to order
- 2.0 Additions/Postponements of Agenda Items
- 3.0 Review and approval of minutes of 5/12/2015 meeting
 - 3.1 Review of Treasurer's report
 - 3.2 Library Director's report
- 4.0 Additions to agenda
- 5.0 Old Business
 - 5.1 None
- 6.0 New Business
 - 6.1 Review BYLA002
 - 6.2 4th of July Book Sale
- 7.0 Future Meetings
 - 7.1 7/14/2015 next regular board meeting
- 8.0 Adjournment

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

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

Absent: Elizabeth Carney (Chair)

Audience: Joan Leary

I. Call to order

The meeting was called to order at 17:45

II. Additions/Postponements of Agenda Items

Carl Ellis requested time to discuss options for prebuying propane for next year.

III. Review and approval of minutes of 4/14/2015 meeting

A motion was made by Jane Pincus to discuss the minutes of the 4/14/2015 meeting. Acting as chair, Don Breivogel-Williams declared the Minutes of 4/14/2015 approved as presented. Approved

IV. Review of Treasurer's report

The Treasurer shared his report with the board.

V. Library Director's report

The Library Director shared his report with the board, including the notice about the upcoming VLA conference at Champlain College

A motion was made by Sandra Carrillo to accept both reports as presented.

Vote: 4 yes, 0 abstentions, 0 no. Approved

VI. Old Business

a. Review results of Green Up Day Book Sale

Results of Book Sale: \$350, including an additional \$45 from raffle tickets sold on 5/2/2015.

b. Second Reading of –BYLA-001

*To be approved at the next regularly scheduled board meeting (6/9/2015).

A motion was made by Carl Ellis to accept the draft policy as presented with the intention that the Library Director will seek a lawyer to vet our by-laws before final acceptance.

Vote: 4 yes, 0 abstentions, 0 no. Approved

VII. New Business

a. Plan for Library Spring Clean up

The board discussed the library spring clean-Up: Jane volunteers to get plants for window box. Sandra and Jane will do added tasks. Don will get landscape cloth for middle of the ramp.

b. Plan Volunteer Luncheon

The board discussed the Appreciation of Volunteers Luncheon, which will be held June 13th 2015, a Saturday, and discussed in detail at the 6/9/2015 Trustees meeting.

Additions:

The board discussed the benefits and disadvantages of pre-buying propane and decided not to order a fixed-rate arrangement from Gillespie.

Prolonged and useful discussion of Library programs, townspeople's attendance, and the distinction between holding events at the Library and Library generated programs. Unanimous vote to hold the Night of a Thousand Stars at the Library, Thursday, June 28th at 7 pm.

The meeting was adjourned at 19:35

Respectfully submitted,

Jane Pincus (Clerk)

*To be approved at the next regularly scheduled board meeting (6/9/2015).

Trustee Meeting held – June 9th 2015

Section 1. Summary of library Statistics during the past 6 months

‡ The data presented for print and multimedia circulation are under-represented in 2015. More accurate data will be presented when all the items in the collection are appropriately cataloged.

Figure 1

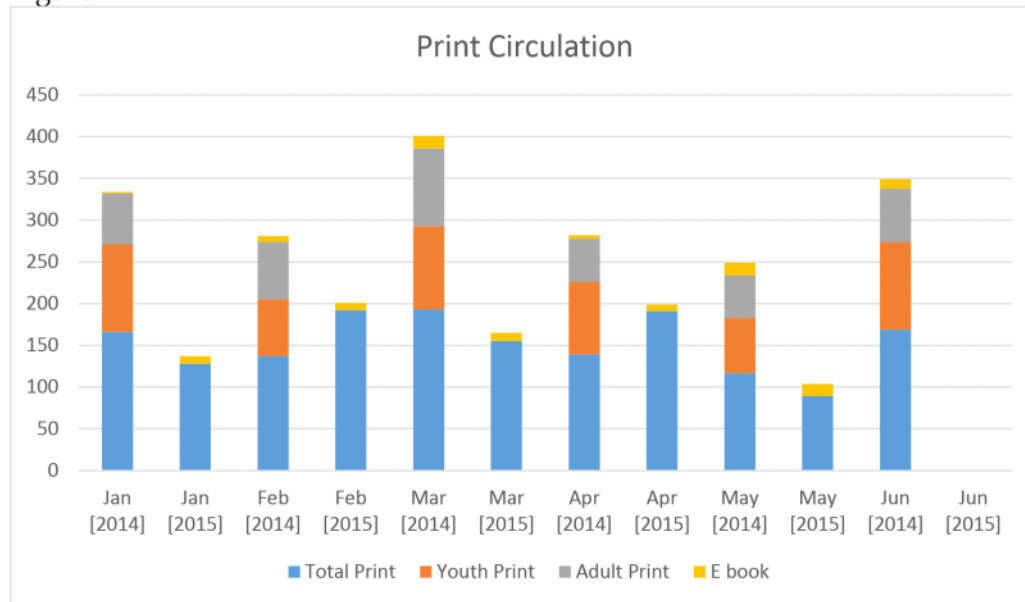


Figure 2

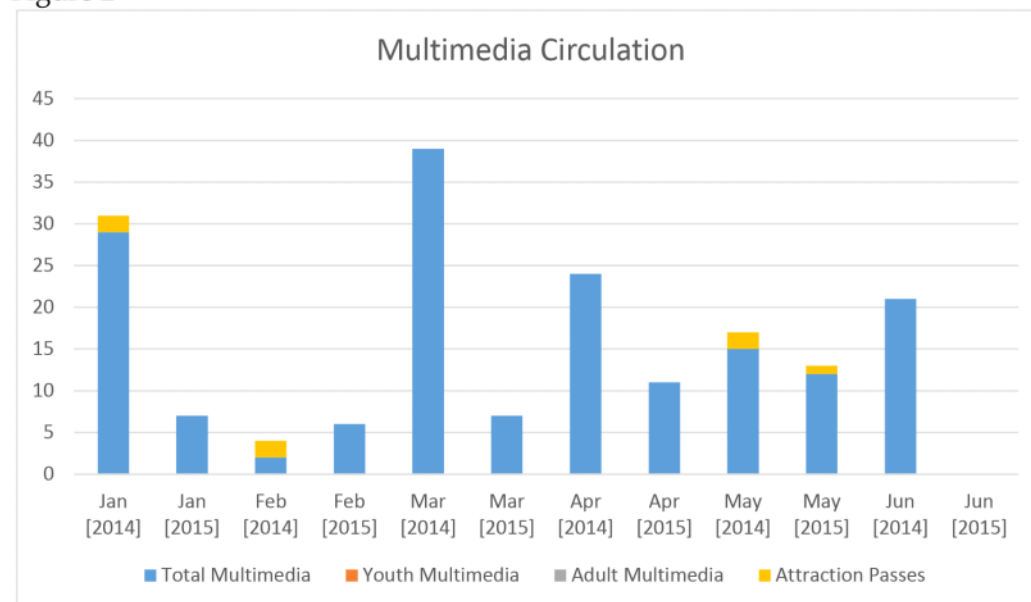


Figure 3

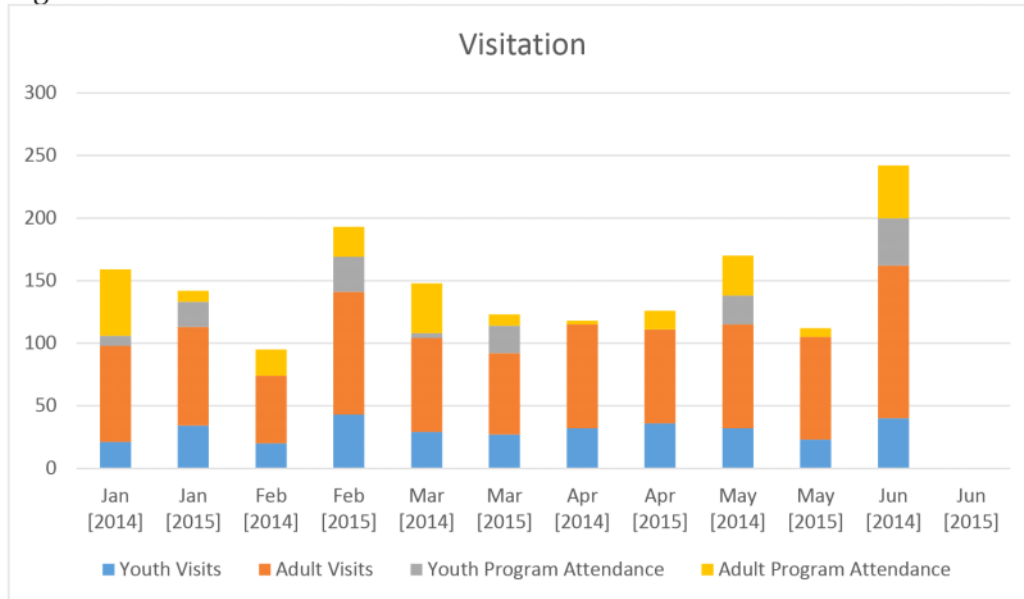
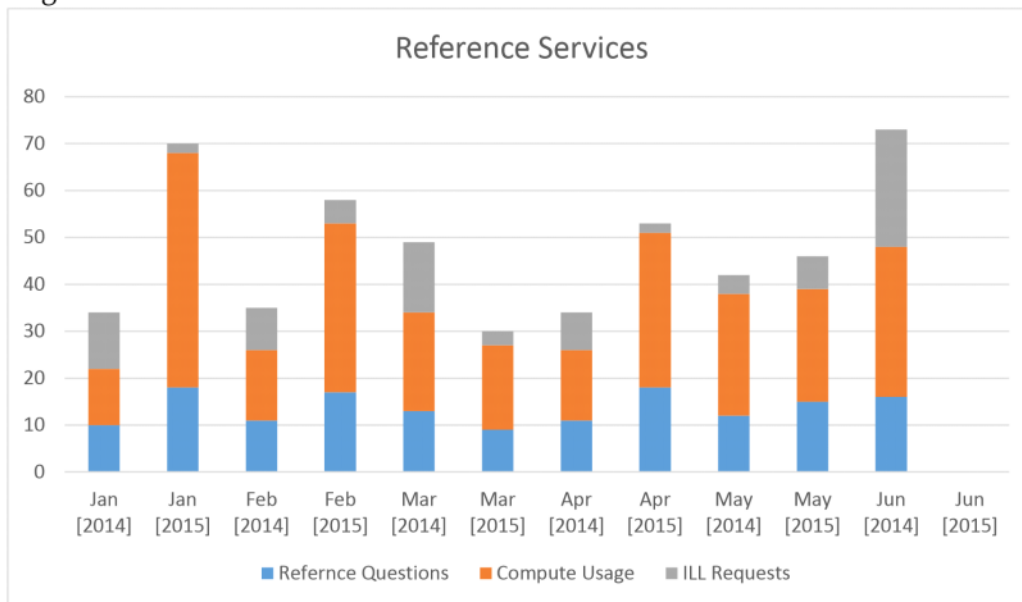


Figure 4



Active Patrons - Currently we have 177 active patrons using the RFL (1 new patron was added in May 2015). Currently we have 45 patrons registered and using LUV.

Trustee Meeting held – June 9th 2015

DIRECTOR'S REPORT

May 2015

Library operations

- Upcoming events and meetings
 - Adult Book Club and VT Reads
 - Summer Reading Program starting in late June
 - The library is open an extra hour on Saturdays through the end of August. (10:00-2:00)

May Outreach

- In May the RFL hosted 2 programs and meeting space for 1 events. Attendance in these events included 0 children and 15 adults. The planned Bioblitz was cancelled due to lack of interest.
- I attended the VLA conference for half the day in May.

May Circulation

- Number of collection items to date: 3,232
- See the figures at the beginning of this report for a description of circulation activity at the RFL in May 2015.

Miscellaneous

- We are working on acquiring estimates to get the handicap ramp repaired and back up to code.
- We have investigated a few new options for removing our discarded and donated materials (Better World Books and Thrift Books). I will share details about these with the board during the book sale section of the meeting.

Volunteers providing service in the past month include:



Joan Leary
Carol Edwards
Fran French
Karin Johnson
Boo Smith
Hannah Zajac

RFL Service description

In May, an individual who has lived in Roxbury for the past 8 years came into our library for the first time. She has been paying for a membership at the Brown Library assuming our library would not offer quality service or materials. She searched the Brown's catalog (also a VOKAL library) for a book she wanted and found the Brown did not own the item, but we did. When she came in to get the book she was surprised at the diversity and quality of our collection and has been in every week since.

ID	Title	Frequency	Last Revision
BYLA-002	Trustees Calendar	Annually	8/12/2014

**Roxbury Free Library
Trustee's Calendar**

July	<ul style="list-style-type: none"> • New Fiscal Year etc... • Review BYLA002 - Trustees Calendar
August	<ul style="list-style-type: none"> • Review PERS 001 - Personnel Policy • PERS 002 - Director Job Description
September	<ul style="list-style-type: none"> • Board and Director self-evaluations submitted • Begin reviewing policies
October	<ul style="list-style-type: none"> • Negotiate employment agreements • Policy work • Draft "Friends" letter
November	<ul style="list-style-type: none"> • First draft of Budget discussed • Send "Friends" letter
December	<ul style="list-style-type: none"> • Finalize and send budget to Select Board • Coordinate Christmas gift list
January	<ul style="list-style-type: none"> • Word any warnings for Town Report? • Meet with Select Board to review budgets • Submit names of Trustees running for reelection • Plan February retreat agenda
February	<ul style="list-style-type: none"> • Board retreat
March	<ul style="list-style-type: none"> • Elect Board offices • Review MISS-002 - Mission Statement
April	<ul style="list-style-type: none"> • Review BYLA-001 - By Laws • Prepare for Green Up Day book sale • Coordinate Library clean up
May	<ul style="list-style-type: none"> • Green Up Day book sale • Volunteer luncheon preparation • Plan volunteer luncheon
June	<ul style="list-style-type: none"> • Volunteer luncheon • Prepare for Bake Sale on 4th of July

Date of adoption 8/12/2014

Record of Adoption

Approved 5

Abstentions 0

Opposed 0