

# Agenda Packet 8/18/2015

## **Agenda**

Roxbury Free Library  
Board of Trustees Meeting  
August 18, 2015 at 17:30

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- 1.0 Call to order
- 2.0 Additions/Postponements of Agenda Items
- 3.0 Review and approval of minutes of 7/14/2015 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 Discuss status of legal review for By Laws 003
- 6.0 New Business
  - 6.1 Review PERS 001 - Personnel Policy
  - 6.2 Review PERS 002 - Director Job Description
- 7.0 Future Meetings
  - 7.1 9/8/2015 next regular board meeting
- 8.0 Adjournment

## Meeting Minutes

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

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

**Absent:** None

**Audience:** None

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#### 1.0 Call to order

The meeting was called to order 17:44

#### 2.0 Additions/Postponements of Agenda Items

None

#### 3.0 Review and approval of minutes of 6/9/2015 meeting and 6/13/2015 Special Meeting

A motion was made by Don Breivogel-Williams and seconded by Sandra Carrillo to accept the minutes from 6/9/2015 with clerical edits. Vote: 3 yes, 0 abstentions, 2 no. Approved

A motion was made by Jane Pincus and seconded by Don Breivogel-Williams to accept the minutes from 6/13/2015 with clerical edits. Vote: 5 yes, 0 abstentions, 0 no. Approved

#### 3.1 Review of Treasurer's report

Treasurer's report was reviewed and accepted.

#### 3.2 Library Director's report

Library Director's report was reviewed and accepted.

This year's circulation figures seem much higher in number than last year's because more internet renewals are taking place electronically, whereas last year, clients would simply return due or overdue books and not renew them.

\*To be approved at the next regular board meeting

Five new patrons have signed up – some camp staff and a few community members. The camp is using our library resources.

The adult book club discussed Salman Rushdie's *Haroun and the Sea of Dreams* and was a great success as usual, with one new person participating (six of us from Roxbury, three from Northfield).

On July 25th there will be a LEGO program.

This summer there will be no school programs here in Roxbury.

Ryan and Lise plan to produce a packet of Library introductory material.

Some parents liked the idea of 'walking stories,' consisting of walking around and stopping at various points to read and to discuss whatever subject has been planned, literary or historical. Could join with the Historical Society.

As for propane prices, Irving's would cost \$1.57 per gallon as contrasted with Gillespie's \$2.25. Maintenance might be cheaper, though with Gillespie, who supplies the town.

#### **4.0 Additions to agenda**

None

#### **5.0 Old Business**

##### **5.1 Review results of 4<sup>th</sup> of July Bake and Book Sales**

Elizabeth wants us to have a plan about both sales. We'll need volunteers, and must do more advertising -- if we keep on having the book sale. We have to decide if it is as productive as it could be. Unfortunately, the tomato plants did not sell well.

##### **5.2 Close out FY 2014-2015**

Covered in Treasurer's report.

#### **6.0 New Business**

##### **6.1 Plans for FY 2015-2016**

BYLA003

Laddie Lushin, a lawyer living in Braintree, will read over BLA003 for free, or cheaply.

#### **7.0 Future Meetings**

##### **7.1 8/11/2015 next regular board meeting**

#### **8.0 Adjournment**

The meeting was adjourned at 19:00

\*To be approved at the next regular board meeting

Respectfully Submitted, Jane Pincus (Clerk)

DRAFT

\*To be approved at the next regular board meeting

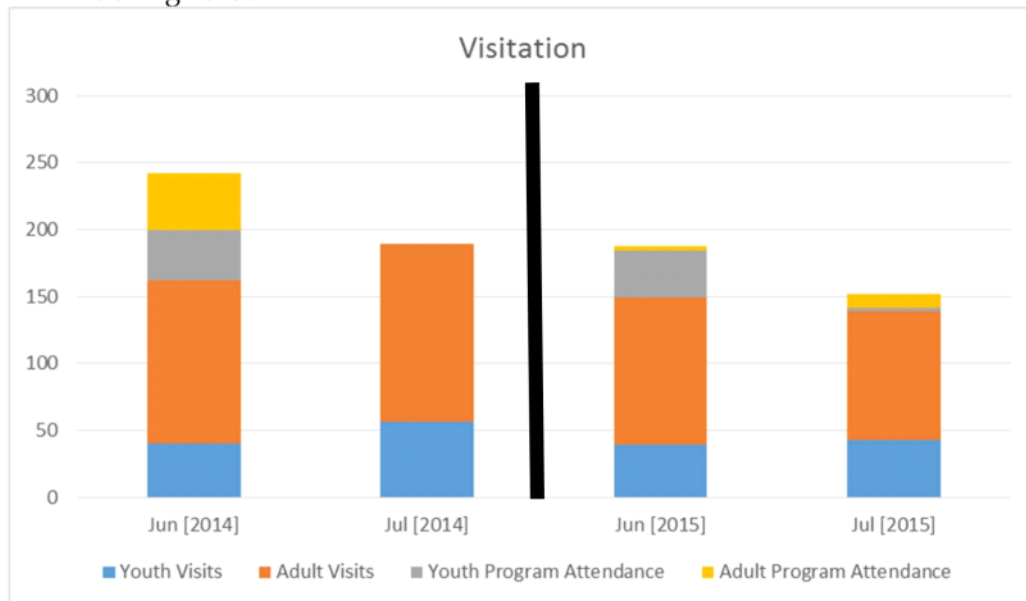
**Library operations**

**Upcoming events and meetings**

- Adult book club 9/21/2015
- We conclude the extended Saturday hours at the end of August.

**July Outreach**

- In July the RFL hosted 2 programs and meeting space for 1 events. Attendance in these events included 3 children and 10 adults.
- We have not seen the typical increase in library usage by summer residents during 2015.

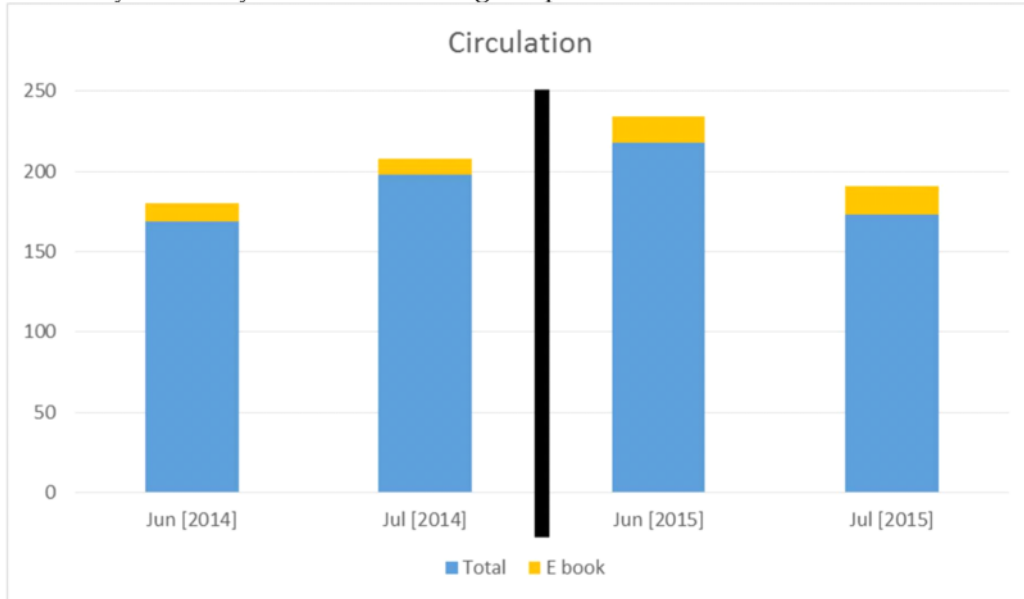


**July Circulation**

- Number of collection items to date: 3,476
- Active Patrons - Currently we have 188 active patrons using the RFL (6 new patrons were added in July 2015). Currently we have 45 patrons registered and using LUV.
- We have implemented the new system for managing and circulating our video collection I mentioned last month. Please take a look while you are in the building tonight for the meeting.

## Trustee Meeting held – August 18<sup>th</sup> 2015

Summary of library circulation during the past 2 months



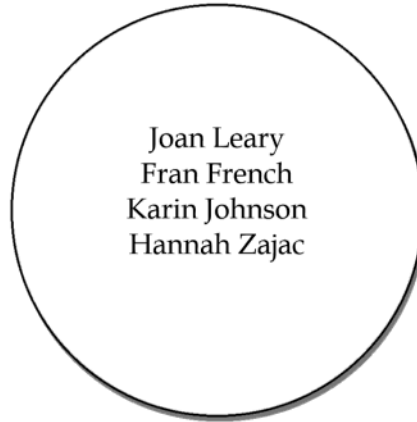
‡ The data presented here includes only checkouts and not renewals of all item types.

### Miscellaneous

- The problems with the handicap ramp are more extensive than we originally expected and we are anticipating a fairly large effort to correctly repair the problem. I will describe the problem and present 2 options we are pursuing for repairs.
- We recently applied for but did not receive a grant from VTDOL to provide support for programming.
- We set up an account with Better World Books to help manage donated and weeded materials.
- Last month one member of the board asked how the changes in VTDOL will impact our library. I learned in the last month that our consultant has been shifted to a new location and has been provided with additional responsibilities. Even though that consulting support service is still intact following the changes, our access to the service has been reduced.
- I will present the board with estimates for propane service at the board meeting.

## Trustee Meeting held - August 18<sup>th</sup> 2015

Volunteers providing service in the past month include:



### **RFL Service description**

[ A member of the Ainsworth (Williamstown) Library Friends group toured our library a few weeks ago. She had many compliments to share about our facility and operation to take back to their library. ]



<b>ID</b>	<b>Title</b>	<b>Frequency</b>	<b>Last Revision</b>
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.
- 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.
- 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<sup>24</sup> Chapter 59, Section 1976.

Date of adoption 4-12-12

Record of Adoption

Approved \_\_\_\_\_

Abstentions \_\_\_\_\_

Opposed \_\_\_\_\_