

# Agenda Packet 9/8/2015

## **Agenda**

Roxbury Free Library  
Board of Trustees Meeting  
September 8, 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 8/18/2015 meeting
  - 3.1 Review of Treasurer's report
  - 3.2 Library Director's report
- 4.0 Additions to agenda
- 5.0 Audience
- 6.0 Old Business
  - 6.1 Review changes to Personnel Policy
- 7.0 New Business
  - 7.1 Review Policy Index
  - 7.2 Submit Director Evaluation
  - 7.3 Accept Director Self Evaluation
- 8.0 Future Meetings
  - 8.1 10/13/2015 next regular board meeting
- 9.0 Adjournment

## Meeting Minutes

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

**Present:** Don Breivogel-Williams (Vice Chair), Elizabeth Carney (Chair), Sandra Carrillo (arrived at 18:15), Jane Pincus (Clerk), Ryan Zajac (Library Director)

**Absent:** Carl Ellis (Treasurer)

**Audience:** none

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### 1.0 Call to order

The meeting was called to order 17:30

### 2.0 Additions/Postponements of Agenda Items

None

### 3.0 Review and approval of minutes of 7/14/2015 meeting

A motion was made by Jane Pincus and seconded by Don Breivogel-Williams to accept the minutes from 7/14/2015. Vote: 3 yes, 0 abstentions, 0 no. Approved

### 3.1 Review of Treasurer's report

A motion was made by Elizabeth Carney and seconded by Don Breivogel-Williams to accept the Treasurer's report. Vote: 3 yes, 0 abstentions, 0 no. Approved

### 3.2 Library Director's report

In 2012 and 2013, lots of people connected to Teela-Wooket frequented the Library. Fewer in 2014, and this year. Summer residents are not as present at the RFL in 2015.

The Library has a new system for storing DVDs in a notebook which makes them accessible and takes up much less space than the old rack.

We did not receive a grant for programming from VT DOL.

Our extra books: Better World Books will take them, but we will receive no money for them.

There have been changes in Vermont public libraries, with hour, staff and budget cuts.

The Library ramp: It's lifting up and tearing the roof. The Town doesn't have money to repair the problem. Norwich's work was not guaranteed. Steven Dube' is the first contractor submitting a bid for the repair.

A woman from Williamstown Library Friends group had glowing things to say about the Library upon a recent visit.

Programs: In July: July 4th float, Lego Day. Just a few participants.

Vote: 3 yes, 0 abstentions, 0 no. Approved

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

The board briefly discussed East Roxbury and ways to engage that section of the community. The director suggested a volunteer based branch of the RFL in East Roxbury.

#### **5.0 Old Business**

##### **5.1 Discuss status of legal review for By Laws 003**

There is a Vermont Lawyer Referral Service RFL staff has been interacting with to find legal counsel. The board discussed what changes to the by-laws would require a lawyer to review them in the future? Board discussion also centered on creating a more formal discussion of what the Library is, a better description of it, at the outset (Title 1 and Authority). Move up 4A to be #!. Leave out "By-laws offer a structure..." (Article 1)

The Roxbury Free Library was founded circa 1912 with the purpose of serving the community, now In accordance with State Statute 22, Chapter 3, Section 143. It shall be governed by a Board of Trustees. This building was built in 1923, and the Trustees acquired it in 1933.

We have made preliminary changes and will wait on the advice of the lawyer. When can we make further changes without having to ask a lawyer for advice? We hope to have his review by next meeting.

No action taken

**6.0 New Business**

**6.1 Review PERS 001 - Personnel Policy**

A motion was made by Jane Pincus and seconded by Elizabeth Carney to have Ryan and Elizabeth revise PERS 001. The policy needs to be rewritten to apply to others hired – language change needed to address the existence of an assistant; and result in one policy to oversee all personnel. Vote: 4 yes, 0 abstentions, 0 no.

Approved

**6.2 Review PERS 002 - Director Job Description**

A motion was made by Don Breivogel-Williams to accept PERS 002 with 2 small clerical edits. Vote: 4 yes, 0 abstentions, 0 no.

Approved

**7.0 Future Meetings**

**7.1 9/8/2015 next regular board meeting**

**8.0 Adjournment**

This meeting adjourned at 7:05

DRAFT

Roxbury Free Library Monthly Financial Report

Tuesday, September 15, 2015

Carl Ellis, Treasurer

Tuesday, September 1, 2015

		Change
NSB Checking Account Balance	\$ 752.72	\$ -
Library Operating Fund	\$ 6,919.18	\$ 5,734.33
Capital Improvement Fund	\$ 926.59	\$ -
Unexpended Annual Budget	\$ 24,600.43	\$ (1,629.93)

YTD Donations	\$ 595.00	\$ -
Total:	\$ 595.00	\$ 595.00
Estimated Contributions:	\$ 3,850.00	
Total:	\$ 3,850.00	
Remaining to Be Donated FY 2016:	\$ 3,255.00	\$ (125.00)

		FY 2015		FY 2016	
		(Per Month)	(Cumulative)	(Per Month)	(Cumulative)
	Jul	\$ -	\$ -	\$ 470.00	\$ 470.00
	Aug	\$ 579.15	\$ 579.15	\$ 125.00	\$ 595.00
	Sep	\$ 254.29	\$ 833.44		
	Oct	\$ 1,140.00	\$ 1,973.44		
FUNDRAISING	Nov	\$ 25.00	\$ 1,998.44		
COMPARISON	Dec	\$ -	\$ 1,998.44		
	Jan	\$ 2,585.00	\$ 4,583.44		
	Feb	\$ 400.00	\$ 4,983.44		
	Mar	\$ 230.00	\$ 5,213.44		
	Apr	\$ 50.00	\$ 5,263.44		
	May	\$ 395.00	\$ 5,658.44		
	Jun	\$ -	\$ 5,658.44		

\$350.00 contrib. directly to Checking Acct.

Not in Town Books.

## Trustee Meeting held - September 8<sup>th</sup> 2015

### Library operations

#### Upcoming events and meetings

- Internet Up grade 9/8/2015
- Adult book club 9/14/2015

#### August Outreach

- In August the RFL hosted 1 program and meeting space for 1 events. Attendance in these events included 0 children and 4 adults.
- We've had contact with the new After school coordinator at RVS and are planning more detailed conversations next week after they are in session to plan ways for us to coordinate some of our services.

#### August Circulation

I will present the circulation report at the meeting. Unfortunately I did not have a chance to get the reports completed in advance of the long-weekend.

#### Miscellaneous

- Amy Grasmick (Kimball Public) and I are trying to work with VLA to push the Montshire Museum to offer libraries an attraction pass similar to what the other VT. Museums offer.
- Caitlyn Santi is expected to start volunteering at the RFL during the next month.
- We are expecting to receive a small donation from Merchant's Bank.
- Upcoming meetings:
  - 9/15/2015 - VOKAL Catalogers Workshop
  - 9/22/2015 - VT Non-profit fundraising Workshop

Volunteers providing service in the past month include:



Joan Leary  
Fran French  
Carol Edwards  
Karin Johnson  
Hannah Zajac

## Trustee Meeting held - September 8<sup>th</sup> 2015

### RFL Service description

[ We have recently helped a community member track down a living family member via the web. ]



# Policy Index

Tuesday, September 10, 2013 11:38 AM

## Policy Framework

- By Laws (BYLA)
- Personnel (PERS)
- Mission Statement (MISS)
- Collection (COLL)
- Building & Operations (OPER)
- Outreach (OUTR)
- Finances (FINC)

Section	No.	Title	Created	Term	Last Revis	Next Revis	File	Internal	Notes
BYLA	<del>001</del>	By-Laws	?	1 yr.	7/1/2013	removed	Policy Folder	No	Replaced by BYLA 003
BYLA	002	Trustees Calendar	8/12/2014	1 yr.	6/9/2015	7/1/2016	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	<del>001</del>	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	