

Agenda

Roxbury Free Library
Board of Trustees Meeting
October 13, 2015 at 17:30

- 1.0 Call to order
- 2.0 Additions/Postponements of Agenda Items
- 3.0 Review and approval of minutes of 9/8/2015 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 Personnel Policy PERS001 (exhibits A, B, & C)
- 6.2 Notes and discussion on BYLAW 001
- 7.0 New Business
- 7.1 Draft annual appeal Friends letter
- 7.2 Negotiate director contract agreement
- 8.0 Future Meetings
- 8.1 11/10/2015 next regular board meeting
- 9.0 Adjournment

Meeting Minutes

Roxbury Free Library
Board of Trustees Meeting
September 8, 2015 at 17:30

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

Absent: None

Audience: None

1.0 Call to order

The meeting was called to order 17:37

2.0 Additions/Postponements of Agenda Items

None

3.0 Review and approval of minutes of 8/18/2015 meeting

A motion was made by Jane Pincus and seconded by Don Breivogel-Williams to accept the minutes from 8/18/2015. Vote: 5 yes, 0 abstentions, 0 no. Approved

3.1 Review of Treasurer's report

The board accepted the report

3.2 Library Director's report

4.0 Additions to agenda

None

5.0 Audience

None

6.0 Old Business

6.1 Review changes to Personnel Policy

The board discussed the new draft of the policy. A motion was made by Don Breivogel-Williams and seconded by Carl Ellis to accept PERS 001 with grammatical edits. Vote: 5 yes, 0 abstentions, 0 no. Approved

7.0 New Business

7.1 Review Policy Index

The board discussed what policies are in the folder and additional policies that may be appropriate for the board to work on. In the future the director will provide example policies to the board related to unattended minors in the library and a spending cap for staff. No action taken.

7.2 Submit Director Evaluation

The director submitted his self-evaluation to the board.

7.3 Accept Director Self Evaluation

A motion was made by Don Breivogel-Williams and seconded by Sandra Carrillo to enter executive session to discuss personnel. Vote: 5 yes, 0 abstentions, 0 no. Approved, The board entered executive session at 18:05. The board exited executive session at 18:40 and no action was taken.

8.0 Future Meetings

8.1 10/13/2015 next regular board meeting

9.0 Adjournment

The meeting was adjourned at 18:45

Roxbury Free Library Monthly Financial Report

Tuesday, October 13, 2015

Carl Ellis, Treasurer
Thursday, October 1, 2015

			<u>Change</u>
NSB Checking Account Balance	\$ 752.72		\$ -
Library Operating Fund	\$ 4,624.48		\$ (2,294.70)
Capital Improvement Fund	\$ 926.59		\$ -
Unexpended Annual Budget	\$ 22,305.73		\$ (2,294.70)
<hr/>			
YTD Donations	\$ 595.00		\$ -
Total:	<u>595.00</u>	\$ 595.00	\$ 595.00
Estimated Contributions:	\$ 3,850.00		
Total:	<u>3,850.00</u>	\$ 3,850.00	
Remaining to Be Donated FY 2016:		\$ 3,255.00	\$ -

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

Library Operations Report

Upcoming Events and Meetings

- Roxbury Crafter's Meeting 10/15/2015
- Jim Condos Transparency tour 10/19/2015 (Montpelier)
- Halloween Trunk or Treat 10/31/2015
- Adult book club 11/2/2015
- VT Trustee and Friend Annual Conference 11/7/2015 (Burlington)
- Agriculture Literacy Week Programming 3rd week of November (child and adult)

September Outreach

- Roxbury Crafter's Meeting 10/15/2015
- In September the RFL hosted meeting space for 1 events (Adult Book Club). Attendance in these events included 0 children and 8 adults.
- I emailed Robin from Arts Bus recently to touch base with them and have not seen a response to date.

Miscellaneous

- I attended two professional meetings last month (A VOKAL cataloging meeting and a VTDOL sponsored workshop on fundraising - which I will share details about during New business section of the meeting).

Volunteers providing service
in the past month include:

Joan Leary
Caitlyn Santi
Carol Edwards
Karin Johnson
Hannah Zajac

RFL Service description

{ We have provided community members information
and resources to help with substance abuse problems. }

September 2015 By the Numbers: Roxbury Free Library

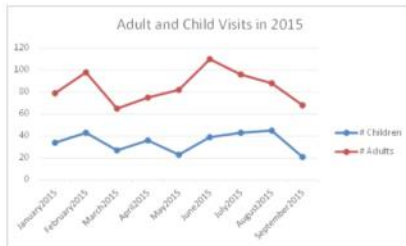
In the last month our collection "grew" by 376 items.
We saw a drop in visits coincide with the end of summer and beginning of the school year.

89 visits

1.4 visitors per open hour

↓ **33%**
since Aug.

Summary Statistics of RFL




3,917
items
in the collection

?
14
reference
questions
answered


 **12** e-books
borrowed

ILL
4 → **US** → 2

www.roxburyfreelibrary.org
Unknown number of website visits...


189 active patrons.
45 Registered users of LUV

+1
registered
new patron


27
computer & wireless
uses