

Agenda Packet 12/8/15

Agenda

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

- 1.0 Call to order
- 2.0 Additions/Postponements of Agenda Items
- 3.0 Review and approval of minutes of 11/10/2015 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 Finalize Budget
- 7.0 New Business
 - 7.1 Plan for Christmas Gift Box
 - ? Cookie exchange
- 8.0 Future Meetings
 - 8.1 1/12/2016 next regular board meeting
- 9.0 Adjournment

Meeting Minutes

Roxbury Free Library
Board of Trustees Meeting
November 11, 2015 at 17:30

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

Absent: Sandra Carrillo

Audience: None

1.0 Call to order

The meeting was called to order at 17:40

2.0 Additions/Postponements of Agenda Items

none

3.0 Review and approval of minutes of 10/13/2015 meeting

A motion was made by Don Breivogel-Williams and seconded by Jane Pincus to accept the minutes of 10/13/2015 including 7.2 to be amended to read: "...to be effective July 1, 2016.". Vote: 4 yes, 0 abstentions, 0 no. Approved

3.1 Review of Treasurer's report

The RFL has received a generous donation. Treasurer's report was reviewed and accepted.

3.2 Library Director's report

There will be a Library Program on Saturday, November 21, at 3 pm, during Agriculture Literacy Week. There will be a film, 'The Future of Food,' a discussion and a potluck at 5.

To save postal charges, there will be a change in how interlibrary books will be delivered. A courier service will be instituted, in which books are delivered by car from one library to another. Ryan has gotten one estimate of \$1200 for temporary repair of the ramp.

Our drinking water is safe and the kitchen heater has been repaired.

There's an early literacy initiative being implemented: 1000 books before kindergarten. Library Director's report was reviewed and accepted.

4.0 Additions to agenda

None

5.0 Audience

None

6.0 Old Business

6.1 Friends Letter – Jane & Sandra

Discussion of content. Jane will work on it this coming week and have it sent out by Friday. No action taken.

7.0 New Business

7.1 FY2017 Budget – Carl & Ryan

The board discussed the initial draft FY2017 budget and expressed goals of preparing a level funded budget. A decision was tabled until December, when the budget will be formalized. No action taken

8.0 Future Meetings

8.1 12/8/2015 next regular board meeting

9.0 Adjournment

The meeting was adjourned at 19:00

Library Operations Report

Upcoming Events and Meetings

- Adult book club 12/7/2015
- Children's Book Distribution 12/10/2015
- Kid's Holiday Crafts 12/12/2015
- Roxbury Crafter's Meeting 12/17/2015

November Outreach

- In November the RFL hosted 1 program (Ag. Literacy Program) and meeting space for 2 events (Adult Book Club, Roxbury Crafter's). Attendance in these events included 6 children and 17 adults.

Miscellaneous

- Last month I described a courier system VTDOL is preparing to implement. Related, they are also overhauling the system we use for requesting books across libraries. Details are still forthcoming but I expect the upgrade is moving things closer to the possibility of a statewide catalog available to all patrons; we'll see in early 2016.
- The occupancy limit of the RFL has been established as 49 people.

Volunteers providing service in the past month include:

Joan Leary
Caitlyn Santi
Carol Edwards
Hannah Zajac

RFL Service description

A grandparent told me that when her children came to the RFL for the RIF book distributions the program made an important contribution to their reading skills and life overall. Further, she told me that her grandson has been talking excitedly about his opportunity to come to the spring distribution and get his own books.

November 2015 By the Numbers: Roxbury Free Library

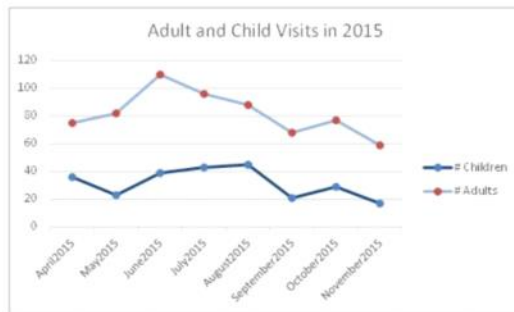
In the last month our collection "grew" by 36 items.
We continue our expected drop in visits and circulation as we move towards next year.

76 visits

1.2 visitors per open hour

↓ **29%**
since Oct.

Summary Statistics of RFL




4,097
items
in the collection


11
reference
questions
answered


 **20** e-books
borrowed

ILL
7 → **RFL** → 2

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



193 active patrons.

 **45** Registered users of LUV

+2
registered
new patron

 **18**
computer & wireless
uses

October 2015 By the Numbers: Roxbury Free Library

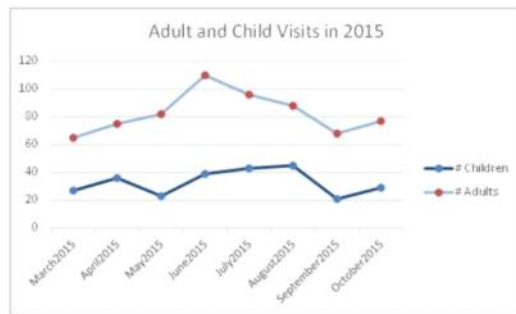
In the last month our collection “grew” by 376 items.
We were busy this month than last which was a nice unexpected surprise.

106 visits

1.8 visitors per open hour

↑ 17%
since Sep.

Summary Statistics of RFL




4,061
items
in the collection


20
reference
questions
answered


22 e-books
borrowed

ILL
7 → RFL → 4

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



191 active patrons.


45 Registered users of LUV

+2
registered
new patron

