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Agenda

Roxbury Free Library Board of Trustees Meeting

January 12, 2016 at 17:30

- 1.0** Call to order
- 2.0** Additions/Postponements of Agenda Items
- 3.0** Review and approval of minutes of 12/8/2015 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** Submit Budget for Town Report
- 5.2** Reading of revised ByLaws
- 6.0** New Business
- 6.1** Word and approve warning for Town Report
- 6.2** Submit names of Trustees running for reelection
- 6.3** Plan February Retreat agenda
- 6.4** Placement of non-print materials in Library collection
- 6.5** Plan programs - Jane
- 6.6** Communication with Town Clerk Office
- 7.0** Future Meetings
- 7.1** 2/9/2016 next regular board meeting

Meeting Minutes

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

Present: Don Breivogel-Williams (Vice Chair), Elizabeth Carney (Chair), Sandra Carrillo (arrived at 18:45), Carl Ellis (Treasurer), Jane Pincus (Clerk, left at 18:30), Ryan Zajac (Library Director)

Absent: None

Audience: None

1.0 Call to order

The meeting was called to order at 17:40

2.0 Additions/Postponements of Agenda Items

Don Breivogel-Williams requested time to discuss options for how the RFL may want to move forward updating their printers.

3.0 Review and approval of minutes of 11/10/2015 meeting

A motion was made by Jane Pincus and seconded by Sandra Carrillo to accept the 11/10/15 minutes as presented. Vote: 5 yes, 0 abstentions, 0 no. Approved

3.1 Review of Treasurer's report

Treasurer's report was reviewed and accepted. Treasurer made the board aware about Comcast selling shares to another owner. He also encouraged the board to consider having Edward Jones manage for free the RFL's stock shares. No action taken.

3.2 Library Director's report

Library Director's report was reviewed and accepted. Following an inspection by the fire marshall, the occupancy rate of the RFL has been established to be 49 individuals. Jane Pincus raised a question about program planning and the number of programs being offered.

4.0 Additions to agenda

Don Breivogel-Williams shared with the board that he had done some investigating at the request of the director for the best plan to update the RFL's printers. He recommended a wireless laser printer.

5.0 Audience

None

6.0 Old Business

6.1 Finalize Budget

The board discussed the proposed level-funded budget, anticipated FY17 facilities repairs, and personnel costs. A motion was made by Don Breivogel Williams and seconded by Carl Ellis to accept a FY17 operating budget totaling \$32,055 (FY16 budget with an additional \$2,500 for maintenance). Vote: 4 yes, 0 abstentions, 0 no. Approved

7.0 New Business

7.1 Plan for Christmas Gift Box

? Cookie exchange

Ryan will speak with Tina at RVS about providing a gift box for children. Cookie exchange deferred until Nov. 2016. No action taken. Sandra mentioned in the discussion that she does not anticipate returning for another term on the board in 2016.

8.0 Future Meetings

8.1 1/12/2016 next regular board meeting

9.0 Adjournment

The meeting was adjourned at 19:04

Library Operations Report

Upcoming Events and Meetings

- Adult book club 1/4/2016
- Roxbury Crafter's Meeting 1/21/2016
- Monthly RFL Film Showing 1/24/2016

December Outreach

- In November the RFL hosted 2 program (Children's Book Distribution and a Holiday Crafting Program) and meeting space for 2 events (Adult Book Club, Roxbury Crafter's). Attendance in these events included 49 children and 28 adults.
- In the past few months we have been using Front Porch Forum more to advertise events and notices.
- In an effort to bring community members together and offer access to programming beyond the scope of our library we are trying to coordinate a carpool to the monthly VHC lectures in Montpelier from Roxbury.

Miscellaneous

- The Selectboard recently contacted us to let us know they are including funds in their budget for the repair to the ramp and building we have discussed in the past.
- We will be sending out this month an invitation to Roxbury community leaders to attend a general Round Table discussion of Roxbury.

Volunteers providing service
in the past month include

Joan Leary
Caitlyn Santi
Carol Edwards
Fran French
Hannah Zajac

RFL Service description

We have recently helped another community senior citizen to continue enjoying books by getting them setup to use the Large Print and Talking Book library through VTDOL.

December 2015 By the Numbers: Roxbury Free Library

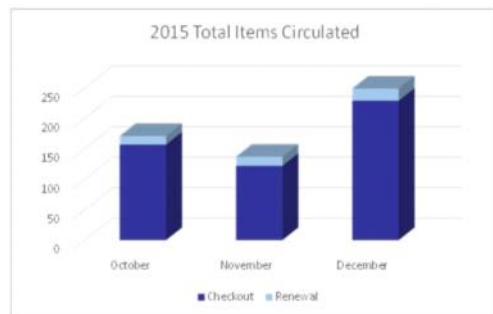
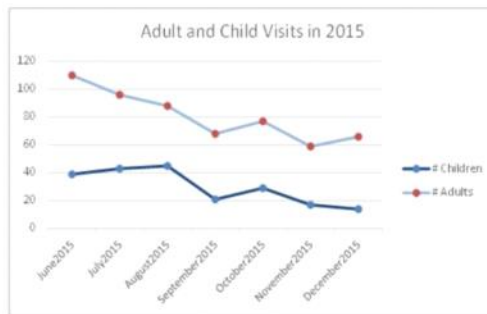
In the last month our collection “grew” by 98 items.
We continue our expected drop in visits and circulation as we move towards next year.

80 visits

1.2 visitors per hour open

↑ 5%
since Nov.

Summary Statistics of RFL




4,195
items
in the collection


13
reference
questions
answered



18 e-books
borrowed

ILL
7 → **RFL** → 2

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



196 active patrons.


45 Registered users of LUV

+3
registered
new patrons



ID	Title	Frequency	Last Revision
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.

Article VIII of the 2/22/1911 Roxbury Town Meeting stated: *To see if the Town will elect a board of Library Trustees and instruct such board to make application to the State Board of Library Commissioners under Section 878 and 879 of Vermont Statutes.*

The June 30th 1912 Report of the VT. Library Commissioners declared the legal establishment of the Roxbury Free Library.

In each of the towns of Colchester, Grand Isle, Lowell, Middlebury, Roxbury, Troy, Weathersfield and Williamstown, we have established a free public library under the library law by giving to each town conforming to the requirements of that law a one hundred dollar collection of books selected with regard to the particular needs of the town.

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 Roxbury Free Library shall be July 1 through June 30.

Article 4: Board of Trustees

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.

A. Eligibility and Election to the Board

- A.1. Eligibility for the Board of Trustees shall be limited to adults who are residents of Roxbury.
- A.2. Newly elected Trustees will take office at the first meeting following the annual Roxbury town meeting.
- A.3. 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.

B. Responsibilities and Action of Board Members

- B.1. Trustees, as stated in VSA Title 22, Chapter 3, § 143, shall have full power to manage the public library, make and revise by-laws, elect officers, establish 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.
- B.2. Trustees shall also be responsible for long range planning of library services to the community; fundraising, 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.
- B.3. 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.
- B.4. Each Trustee shall have one vote, irrespective of office held.
- B.5. A Trustee must be present at a meeting to have his/her vote counted.

C. Conduct of Board Members

- C.1. No member of the board shall interfere with, restrain, coerce or discriminate in any way against or in favor of any employee engaged in duties at the Roxbury Free Library. The board agrees there will be no illegal discrimination in the application of their policies on the basis of race, color, religion, national origin, age, gender, sexual orientation, gender identity, ancestry, place of birth, marital status, or any qualified person with a disability. Or... The Board will not unlawfully discriminate in its programs and activities against any person or group on any basis prohibited by federal or state law.
- C.2. 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.
- C.3. Trustees shall be under an affirmative duty to disclose their actual or potential conflicts of interest, either direct or indirect, in any matter under consideration by the Board or by a committee exercising any authority of the Board, and such interest shall be made a matter of record in the minutes of the meeting. A trustee director or member of a committee having such an interest shall be permitted to make a statement with regard to the matter but shall not be permitted to participate in the discussion or decision of the matter.
- C.4. **Description of conflict.** A conflict of interest shall include any situation where a person's pecuniary or other significant personal interest, whether direct or indirect, in a matter before the Board conflicts with, or may tend to conflict with, such person's fiduciary duties to the Library. Such interest would normally include any ownership or financial interest through business, investment, or family ties, and a compensation arrangement. A matter before the Board shall include a matter before a committee exercising any authority of the Board.

D. Termination of Board Members

- D.1. The term of office of a Trustee may be terminated prior to its expiration in any of the following ways: (i) voluntarily by a Trustee upon notice to the Library; (ii) automatically upon failure to meet qualifications for office; and (iii) involuntarily for cause by vote of the Board of Trustees provided that the accused Trustee is given adequate notice of the charges and the opportunity to respond in person or in writing. A Trustee who is absent from two consecutive board meetings or three meetings in a year, unless excused by the Board, shall be presumed to have resigned.
- 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 perform other duties as determined by the board.
- 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 determined by the board.
- E. The Treasurer shall be the disbursing officer of the Board and shall perform such other duties as determined by the board.
- 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 be 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.
- C. Executive session is available for a instances when board work includes sensitive matters or confidential information. 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 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.
- E. A simple majority of the Trustees shall constitute a quorum for conducting 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.
- F. 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
- G. 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

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 24 Chapter 59, Section 1976.

Date of adoption 4-12-12

Record of Adoption

Approved _____

Abstentions _____

Opposed _____

Library Trustee's Terms

Seat	Name	Position	Length	Elected	Run
1	Pincus	Clerk	3	2014	2017
2	Carney	Chair	3	2014	2017
3	Williams	Vice	3	2014	2017
4	Carillo		3	2013	2016
5	Ellis	Treasurer	3	2015	2018