

# Agenda Packet 2/9/2016

## **Agenda**

Roxbury Free Library  
Board of Trustees Meeting  
February 9, 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 1/12/2016 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 Retreat date, venue, agenda
  - 6.2 1,000 Books Before Kindergarten Reading Packets
  - 6.3 Potential Board candidates
- 7.0 New Business
  - 7.1 Plan for Town Meeting
  - 7.2 Green Up Day Raffle
- 8.0 Future Meetings
  - 8.1 3/1/2016 Town Meeting
  - 3/12/2016 Board Retreat
  - 4/12/2016 next regular board meeting
- 9.0 Adjournment

## Meeting Minutes

### Roxbury Free Library Board of Trustees Meeting

January 12, 2016 at 17:30

**Present:** Elizabeth Carney (Chair), Sandra Carrillo, Carl Ellis (Treasurer, arrived at 17:50), Jane Pincus (Clerk), Ryan Zajac (Library Director)

**Absent:** Don Breivogel-Williams (Vice Chair)

**Audience:** None

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#### 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 12/8/2015 meeting

A motion was made by Jane Pincus and seconded by Elizabeth Carney to accept the draft Minutes of 12/8/2015. Vote: 3 yes, 0 abstentions, 0 no. Approved

#### 3.1 Review of Treasurer's report

Donations to date total \$2,585. Jane will make the Thank You cards, Elizabeth will write and send them. Treasurer's report was reviewed and accepted.

#### 3.2 Library Director's report

Ryan wants to hold a Roxbury Town Round Table event, getting every organization in town together, to find out what each is doing. He will write a letter to each board, and schedule it tentatively for Sunday, February 7th.  
Library visits are up, and there are 3 new patrons.

Library Director's report was reviewed and accepted.

**4.0 Additions to agenda**

none

**5.0 Old Business**

**5.1 Submit Budget for Town Report**

Reviewed for final changes: It will need to be recalculated for the town report, removing \$2500, as the Town has agreed to pay for ramp repairs. Heating bills are expected to be much less this year. The library will ask for \$29,555.

A motion was made by Jane Pincus and seconded by Elizabeth Carney to approve a FY17 budget totaling \$29,555. Vote: 4 yes, 0 abstentions, 0 no. Approved

**5.2 Reading of revised By Laws**

The Board discussed the draft By Laws. No action taken yet. After the lawyer checks them one more time, we will vote to accept them.

**6.0 New Business**

**6.1 Word and approve warning for Town Report**

Jane Pincus will submit the updated language for the Board's articles at the 2016 Town Meeting. The board discussed a second article for the future related to the establishment and maintenance of a reserve fund for the library.

**6.2 Submit names of Trustees running for reelection**

We have to find at least one new trustee, and will look for applicants. As of yet no one has applied.

**6.3 Plan February Retreat agenda**

Set for March 12th, at Elizabeth's or Jane's

**6.4 Placement of non-print materials in Library collection**

The latest thing in libraries! We will think about and discuss further the suggested items people might like to take out -- as

crafting stuff, carpet shampooer, chicken plucker (squawk!),  
brewing equipment, winemaking materials, weekend kids  
funpack, camping equipment...

## **6.5 Plan programs - Jane**

Ryan has spoken with Storytellers Tim Jennings and his wife  
about a possible show in town; to be determined, depending on  
cost.

On January 24th, the first Vermont Movie will be shown,  
advertised through posters, internet and Front Porch Forum.  
A film about the early women's movement in the U.S., called  
"She's Beautiful When She's Angry" might be shown in March or  
April.

No action taken.

## **6.6 Communication with Town Clerk Office**

Since board members were receiving individual and group  
communications from the town clerk, it was decided that for  
simplicity and clarity all communications will be made to the  
Town Clerk's office through the board chair.

## **7.0 Future Meetings**

### **7.1 2/9/2016 next regular board meeting**

The meeting was adjourned at 17:31

Respectfully Submitted, Jane Pincus (Clerk)

# Library Operations Report

## Upcoming Events and Meetings

- Roxbury community leader Round Table 2/7/2016
- Roxbury Crafter's Meeting 2/18/2016
- Monthly RFL Film Showing 2/28/2016
- Roxbury Town Meeting 3/1/2016

## December Outreach

- In January the RFL hosted 1 program (Monthly Movie Viewing) and meeting space for 1 event (Roxbury Crafter's). Attendance in these events included 0 children and 5 adults.
- We submitted an application last month to be a host site for the Hunger Free VT. program "The Learning Kitchen". We anticipate we will hear their decision about the application sometime in the next week or two.
- In March we are launching a blog for the RFL. We plan to use the blog to provide patrons or other community members a chance to create content to share. We anticipate most of the blog posts will be about what people are reading. Don't worry, I am sure all the board members will be invited to contribute once the blog is live.

## Miscellaneous

- Some of you may have noticed at the end of December we reorganized some of our shelving units. As a result we have been able to add both shelf space as well as more space to display books.

Volunteers providing service  
in the past month include



## RFL Service description

A FedEx delivery man told me he takes his lunch in our parking lot whenever he can because he can use the wifi on his laptop since we're the only place around with a signal. Being a working parent he doesn't have much time to study and work on an online college class he is taking, but those lunch breaks provide a chance for him to work on the class.

# January 2016 By the Numbers: Roxbury Free Library

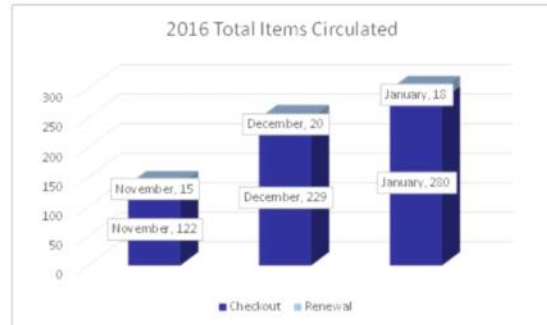
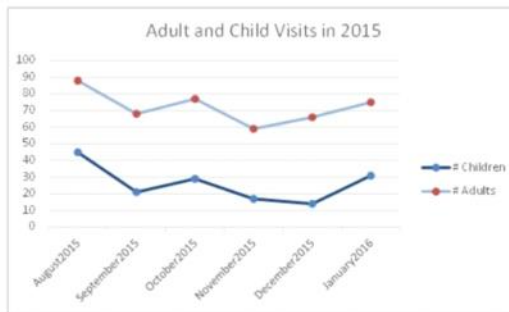
In the last month our collection “grew” by 251 items.  
January was a busy month at the RFL. On some metrics we were close to our visitation rates similar to near the end of summer.

## 106 visits

1.7 visitors per hour open

**↑ 33%**  
since Dec.

## Summary Statistics of RFL



  
**4,446**  
items  
in the collection

  
**15**  
reference  
questions  
answered

  
**29** e-books  
borrowed

**ILL**  
7 → RFL → 2

[www.roxburyfreelibrary.org](http://www.roxburyfreelibrary.org)  
Unknown number of website visits...



**196** active patrons.  
**45** Registered users of LUV

**+0**  
registered  
new patrons

  
**32**  
computer & wireless  
uses