

# Agenda Packet 4/12/2016

## **Agenda**

### **Roxbury Free Library Board of Trustees Meeting**

**April 12, 2016 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 3/12/2016 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
  - none
- 7.0** New Business
- 7.1** Introduction of New Board Member – Angela Bauer
- 7.2** Election of new officers
- 7.3** Review/revise Board/Staff contact info
- 7.4** Review/revise meeting schedule
- 7.5** Discuss Board responsibilities
- 7.6** Green-Up Day Book Sale
- 8.0** Future Meetings
- 8.1** See 7.4

## 9.0 Adjournment

## Meeting Minutes

Roxbury Free Library  
Board of Trustees Meeting  
&

Annual Retreat

March 12, 2016 at 11:00

At the residence of Jane Pincus, 111 Pincus Road, Roxbury, VT

**Present:** Elizabeth Carney (Chair), Carl Ellis (Treasurer), Jane Pincus (Clerk), Ryan Zajac (Library Director)

**Absent:** Don Breivogel-Williams (Vice Chair), Angela Bauer

**Audience:** None

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### MEETING AGENDA

**1.0** Call to order

The meeting was called to order at 11:20

**2.0** Additions/Postponements of Agenda Items

None

**3.0** Review and approval of minutes of 2/9/2016 meeting

A motion was made by Jane Pincus and seconded by Elizabeth Carney to accept the minutes of 2/9/2016. Vote: 3 yes, 0 abstentions, 0 no. Approved

**3.1** Review of Treasurer's report

Includes \$510 in new donations. Treasurer's report was reviewed and accepted.

**3.2** Library Director's report

The Bridges afterschool program will begin in mid-April, Tuesday afternoons. RFL plans some hour-long events with 20 interested students (mid-elementary age range). There may be one theme for the duration of the program.

Patrons using the library computers to shop online.

Pamphlets for the 1,000 Books Before Kindergarten program have been made up.

Haven't heard from the Kitchen Learning program. NECI may have an outreach program, but may be closing or changing hands.

Michael Roche has retired from the Vermont Department of Libraries, where a lot of changes are taking place.

Perhaps we could find a place to have a 'branch' in East Roxbury. Ryan spoke with Wendy Cashman.

Possible plans with Sue Nevins to hold a Roxbury History tour.

A film will be shown on Sunday, March 20th.

Storyteller and musicians Tim Jennings and his wife will perform on Saturday, April 2nd.

There will possibly be a town-wide Roundtable discussion sometime in May.

And in May, we look forward to Green-Up Day and Book Sale.

Library Director's report was reviewed and accepted.

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

none

#### **5.0 Old Business**

##### **5.1 Review Town Meeting Results**

The board discussed Town Meeting 2016. Town Meeting went smoothly.

##### **5.2 Addition of Non-information Materials to RFL collection**

The board discussed ways to expand the breadth of the RFL collection. Also, 'non-informational material' will be further discussed, as in: What don't you have that you'd like to borrow? Place needs and wishes on the bulletin board? How to begin?

#### **6.0 New Business**

##### **6.1 Welcome new board member - Angela Bauer**

Tabled until the 4/12/2016 normal meeting

**6.2 Election of Board Officers**

Tabled until the 4/12/2016 normal meeting

**6.3 Review Mission Statement**

A motion was made by Elizabeth Carney and seconded by Carl Ellis to accept MISS 002. Vote: 3 yes, 0 abstentions, 0 no.  
Approved

**7.0 Future Meetings**

**7.1 Next regular meeting 4/12/2016**

The meeting was adjourned at 12:40

**RETREAT AGENDA**

The meeting was called to order at 13:10

**1.0 Role of RFL Board of Trustees**

Tabled until the 4/12/2016 normal meeting

**2.0 "Friends of RFL"**

The board discussed how they manage donated funds and what makes the most sense for our library. The director will continue speaking with other VT. Libraries that do not have an official Friends of the Library group to compare how they manage their donated funds. No action taken.

**3.0 Town Newsletter**

The director shared the planning that has been done by RFL staff to start a town newsletter. The board discussed ways to make the project successful. No action taken.

**4.0 RFL strengths and weakness**

The board discussed this item. No action taken.

**5.0 Adjournment**

The meeting was adjourned at 14:40

# Library Operations Report

## Upcoming Events and Meetings

- Tim Jennings and LeAnne Ponder 4/2/2016
- 4/10-16/2016 National Library Week
- Adult Book Club 4/18/2016
- April – June After School programming
- First Wed. lecture Carpool 4/19/2016
- Monthly Movie Series 4/24/2016
- Poetry Out Loud competition broadcasts 5/3 & 5/4/2016
- VOKAL workshop 5/6/2016

## March Outreach

- In March the RFL hosted 2 programs (RFL After School Kick Off and Monthly Movie Viewing) and meeting space for 1 events (Adult Book Club). Attendance in these events included 15 children and 8 adults.
- I learned that the RFL’s application to host the TLK was not approved since the Northfield school district had already been awarded a grant and they thought it didn’t make sense to host 2 separate programs in such close proximity.
- Staff continue pursuing the options for us to manage a Roxbury newsletter.

## Miscellaneous

- Nothing to report this month.

Volunteers providing service  
in the past month include

Joan Leary  
Caitlyn Santi  
Carol Edwards  
Fran French  
Hannah Zajac

## RFL Service description

We recently helped a community member with the paperwork required to appeal a collections agency claim.

# March 2016 By the Numbers: Roxbury Free Library

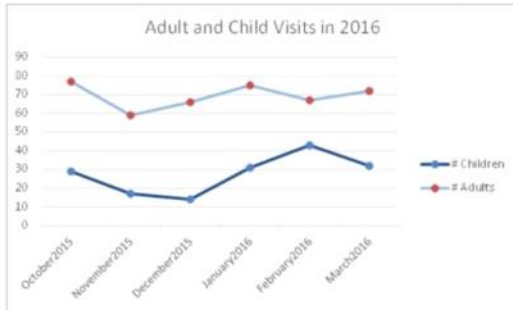
March at the RFL maintained a slightly busier traffic flow than is usual for this time of year (104 vs. 89 visits). But, not as much as last month.

## 104 visits

1.6 visitors per hour open

↓ **4%**  
since Feb.

### Summary Statistics of RFL



  
**4,482**  
items  
in the collection

  
**7**  
reference  
questions  
answered


  
**20** e-books  
borrowed


**ILL**  
14 → **RFL** → 4

[www.roxburyfreelibrary.org](http://www.roxburyfreelibrary.org)  
was visited 152 times in March 2016



**+5**  
registered  
new patrons

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

  
**50**  
computer & wireless  
uses