

Agenda Packet 6/14/2016

Agenda

Roxbury Free Library
Board of Trustees Meeting
June 14, 2016 at 17:30

- 1.0 Call to order
- 2.0 Additions/Postponements of Agenda Items
- 3.0 Review and approval of minutes of May10, 2016 meeting and Round Table Meeting of June 2, 2016
- 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 By-Laws Review
- 6.2 Volunteer Celebration, Donor Celebration
- 7.0 New Business
- 7.1 4th of July activities, RFL Plan
- 8.0 Future Meetings
- 8.1 7/14/2016 next regular board meeting
- 9.0 Adjournment

Meeting Minutes

Roxbury Free Library Board of Trustees Meeting

May 10, 2016 at 17:30

Present: Don Breivogel-Williams (Vice Chair), Elizabeth Carney (Chair), Carl Ellis (Treasurer) arrived at 17:50, Jane Pincus (Clerk), Ryan Zajac (Library Director)

Absent: Angela Bauer

Audience: None

1.0 Call to order

The meeting was called to order at 17:31

2.0 Additions/Postponements of Agenda Items

Elizabeth Carney proposed discussing the posting of meeting minutes and the Town's hazard mitigation plan meeting.

3.0 Review and approval of minutes of 4/12/2016 meeting

A motion was made by Don Breivogel-Williams and seconded by Elizabeth Carney to accept the amended minutes of 4/12/2016.

Vote: 3 yes, 0 abstentions, 0 no. Approved

3.1 Review of Treasurer's report

The raffle garnered \$385, and the book sale, \$275. Treasurer's report was reviewed and accepted.

3.2 Library Director's report

The town Roundtable meeting is temporarily set for Thursday, June 2, at 7 p.m.; the Arts bus will be at the Library July 28th; the afterschool program is going well; now the Library is part of the Library Passport Program; the Selectboard has agreed to cover the postage for a community newsletter, to come out the end of June; Lawyer Laddie will have looked over the by-laws by the

*To be approved at the next regular board meeting

June meeting. There are 5 new patrons. Library Director's report was reviewed and accepted.

4.0 Additions to agenda

4.1 What will we do to resolve that late postings of meeting minutes do not take place? The draft minutes will be scanned at the conclusion of each meeting and posted as a draft in lieu of the typed document to be completed as soon as possible.

4.2 Hazard Mitigation: To be eligible for disaster aid, the town needs a reevaluation and review of its plans for hazard mitigation. The Trustees have been informed about the hazard mitigation meeting to be held on May 25, 2016 at 7 p.m. The current plan is available at the Town Clerk's office and online. Some trustees will try to attend.

5.0 Audience

none

6.0 Old Business

6.1 Review Green Up Book Sale and Raffle

See 3.1, above. The turnout was good.

7.0 New Business

7.1 Plan Volunteer Luncheon

It will take place on Saturday, June 11. Trustees will arrive at noon, lunch at 12:30. Don will make blueberry soup; Ryan will bring finger foods; Carl, pasta salad; Jane, fruit salad, Elizabeth, dessert. (Check with Angela).

7.2 Discuss options for painting exterior of RFL

It needs to be done. The Selectboard could get us the paint. Ryan will check on that. Prep work's necessary. We'll plan for a weekend this summer. We'll discuss it again at the June meeting. We need volunteers.

8.0 Future Meetings

8.1 Next Regular Board Meeting 6/14/2016

9.0 Adjournment

The meeting was adjourned at 18:33

*To be approved at the next regular board meeting

Respectfully Submitted, Jane Pincus (Clerk)

DRAFT

*To be approved at the next regular board meeting

Meeting Minutes

Roxbury Free Library
Board of Trustees' Special Meeting
(in conjunction with the Roxbury Round Table)
June 2, 2016 at 19:00

Present: Jane Pincus (Clerk), Ryan Zajac (Library Director)

Absent: Elizabeth Carney (Chair), Carl Ellis (Treasurer), Don Breivogel-Williams (Vice Chair), Sandra Carrillo

Audience: Paul Costello (VCRD), Kate Jackson, Tim Martin, Jim Rogler, Forrest Twombly, Fran French, Wendy Cashman, Gloria Gerdes, Claire Chomentowski, Debra Rogler.

- 1.0 Call to order 19:00
The meeting was called to order at 19:08
- 2.0 Discussion and participation in community meeting
Paul Costello shared information about the type of work VCRD does in communities across Vermont. A general discussion was held between those present regarding ways to build community engagement in Roxbury. Facilitated discussions where community members use forward thinking goals and positive language to identify the most desired and productive goals tend to be good approaches to getting things done in communities. Those present brainstormed a potential Irene anniversary community celebration in the park. Another round table meeting will take place on the 21st of July at the RFL.
- 3.0 Adjournment
The meeting was adjourned at 20:45

Respectfully Submitted, Ryan Zajac (acting clerk)

*To be approved at the next regular board meeting

Library Operations Report

Upcoming Events and Meetings

- Children's book distribution 6/9/2016
- Adult Book Club 6/27/2016
- July 4th fundraising activities
- Roxbury Round Table 7/21/2016
- Arts Bus 7/28/2016

May Outreach

- In April the RFL hosted 6 programs (RFL After School, Tim Jennings, and Monthly Movie Viewing) and meeting space for 2 events (Adult Book Club and Roxbury Crafter's). Attendance in these events included 24 children and 12 adults.
- We are a participating location for the VT. Library Passport program this summer.
- We are expecting the first issue of the community newsletter to mail out by the end of June.

Miscellaneous

- A couple of our small side projects (Roxbury historical self-guided tour, and the East Roxbury branch) are on hold as we wait for the appropriate community members to be ready to work with us.
- We are not planning on staying open for longer hours over the summer this year.

Volunteers providing service
in the past month include

Joan Leary
Caitlyn Santi
Fran French
Carol Edwards
Hannah Zajac
Karin Johnson

RFL Service description

I know college students have used our computer access when registering for classes. I've mentioned before different stories of the RFL supporting college students but want to include this minor one also as a reminder that we serve the community with much more than the latest romance novel.

May 2016 By the Numbers: Roxbury Free Library

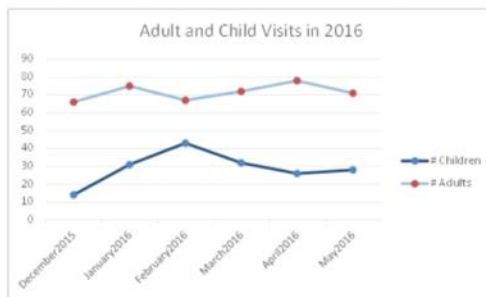
May at the RFL saw 7 less visits than April 2016. Despite the small drop in both visitation and circulation from April to May 2016, circulation in May 2016 was ~30% higher than in May 2015.



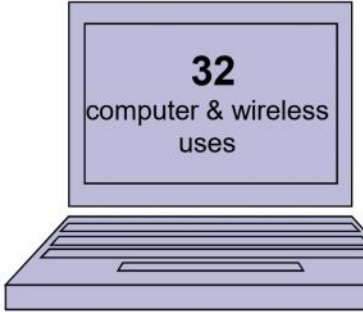
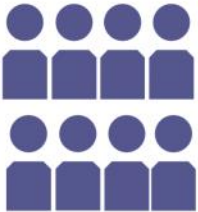
99 visits

1.5 visitors per hour open

↓ 6%
since Apr.

Summary Statistics of RFL



 <p>4,653 items in the collection</p>	<p>? 12 reference questions answered</p>	 <p>30 e-books borrowed</p>	<p>ILL 10 → RFL → 3</p>
<p>www.roxburyfreelibrary.org was visited 368 times in May 2016</p>		 <p>32 computer & wireless uses</p>	
 <p>208 active patrons. 45 Registered users of LUV</p>	<p>+0 registered new patrons</p>		

By Law Review: The following notes are what we received for the draft of the By Laws included below.

4.C.1: A couple of problems here. The first sentence seems gratuitously overbearing. 4.B.5 already prohibits a trustee from unilaterally asserting authority. Doesn't that prohibit everything listed in this sentence? I therefore recommend dropping the first sentence list. The rest expresses unresolved alternatives. Discrimination should be prohibited, not just on the part of the board, but anyone else affiliated with the Library, especially staff, and even volunteers and the Library itself (e.g. implementing a policy that no one is quite sure how it arose). Seems better to merely prohibit any "arbitrary" discrimination. Anyone should have an intuitive understanding of what that means. E.g., you can engage in age discrimination if it consists of refusing to lend a book to an unaccompanied very young child because that's not arbitrary. Who knows what is or is not prohibited by law anyway? I therefore recommend the following second sentence: "Neither the Library nor anyone affiliated with the Library shall discriminate against any person or group on any arbitrary basis."

4.C.3: Delete "director".

Sentence at end of Art. 4 looks like an anomalous afterthought. Maybe it should just be a policy. If you really want it in the by-laws, better to add it to 4.C.2.

Art. 5: Technically, officers are not "of the board." They're officers of the Library corporation. But this point is not important enough to make a big deal of it if you prefer to leave it as it is.

6.B: I would think that the Library Director functioning as a "technical advisor" to the board greatly overstates the case and seems inconsistent with the LD being subject to the direction and control of the board. Isn't the LD's function at board meetings really to relate operational information of a factual nature that the board wants to know or that the LD thinks they need to know. As such, this doesn't even need to be said. I therefore recommend that "shall act as technical advisor to the Board and" be deleted.

7.B: In first sentence, should be "may be appointed". Isn't "but there should be at least one Trustee on each committee" doubly redundant when 5.B and 7.E already redundantly make the Chairperson an *ex officio* member of all committees?

9.A: What does it mean for a library account to be "kept by the town treasurer"? Isn't it kept by a bank with authorized signatories? Do you really want to restrict the Treasurer to writing checks only after the board approves each expenditure?

10: The reference should be "VSA Title 24, Chapter 59, Section 1976."

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 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 (e.g., breaking the conduct articles above) 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 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: 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 Statute²⁴ Chapter 59, Section 1976.

Date of adoption 4-12-12

Record of Adoption

Approved _____

Abstentions _____

Opposed _____