

Meeting Minutes

Roxbury Free Library Board of Trustees Meeting July 12, 2016 at 17:30

Present: Don Breivogel-Williams (Vice Chair) arrived at 17:55, Elizabeth Carney (Chair), Carl Ellis (Treasurer), Jane Pincus (Clerk), Ryan Zajac (Library Director)

Absent: Angela Bauer

Audience: None

1.0 Call to order

The meeting was called to order at 17:41

2.0 Additions/Postponements of Agenda Items

Agenda items 7.4 and 7.5 were postponed until the September 2016 board meeting. Elizabeth Carney requested time for executive session to discuss a board matter be added to the agenda.

3.0 Review and approval of minutes of June 14, 2016

A motion was made by Jane Pincus and seconded by Carl Ellis to accept the draft minutes of June 14 2016 as presented. Vote: 3 yes, 0 abstentions, 0 no. Approved

3.1 Review of Treasurer's report

Treasurer's report was reviewed and accepted.

3.2 Library Director's report

Library Director's report was reviewed and accepted. There will be a Roundtable meeting Thursday eve., July 21st, at 7 pm. The Art Bus will be here July 28th. The community newsletter has gone out to everyone in town. Ryan has talked with the kindergarten teacher & they'll get together again to coordinate

*To be approved at the next regular board meeting

activities. We may need to find another contractor for ramp and roof repairs.

4.0 Additions to agenda

A motion was made by Jane Pincus and seconded by Carl Ellis to enter executive session with an invitation to the Library Director to discuss a board matter.

Entered executive session at 18:45

Exited executive session at 18:47

A motion was made by Don Breivogel-Williams and seconded by Jane Pincus to create the position of Sargeant of Arms for the purpose of enforcing the By-laws, a position to be held by the vice-chair. Vote: 4 yes, 0 abstentions, 0 no. Approved

5.0 Audience

None

6.0 Old Business

6.1 Plan Volunteer/Donor Luncheon 9/17

It will take place either at the Library or the Community Hall, depending on the number of people. We'll reserve the Community Hall and plan who's bringing what. Details to be determined at the August meeting.

7.0 New Business

7.1 Fiscal Year Accounting Summary

The Treasurer presented a summary of fiscal year 2015-2016. We had overs and unders (please see attachment).

7.2 BYLA002 Trustee Calendar review

We should develop a financial limitation policy - get at least two bids on projects and a few people to sign off on purchases, for example -- and have a general review of the policy folder.

Calendar Changes: to July add 'July 4th fundraising activities; to February add 'Plan raffle;' to March add 'Elect Board officers.' A motion was made by Don Breivogel-Williams and seconded by Carl Ellis to accept the revised BYLA002. Vote: 4 yes, 0 abstentions, 0 no. Approved

7.3 Use of fundraising funds for Newsletter

The select-board covered the postage (\$75). The newsletter printing cost \$493.95, with Minuteman Press. 305 copies were sent out. Next time we will try to find someone to sponsor or support it, and perhaps ask town organizations if they would help. A motion was made by Carl Ellis and seconded by Elizabeth Carney to pay the invoice for Minuteman Press covering the cost of the community newsletter mailing. Vote: 4 yes, 0 abstentions, 0 no. Approved

7.4 Director Self Evaluation reviewed

7.5 Board evaluation of Director

8.0 Future Meetings

8.1 8/9/2015 next regular board meeting

9.0 Adjournment

The meeting was adjourned at 18:55

Respectfully Submitted, Jane Pincus (Clerk)