

Agenda Packet 7/12/2016

Agenda

Roxbury Free Library
Board of Trustees Meeting
July 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 June 14, 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 Plan Volunteer/Donor Luncheon 9/17
- 7.0 New Business
 - 7.1 Fiscal Year Accounting Summary
 - 7.2 BYLA002 Trustee Calendar review
 - 7.3 Use of fundraising funds for Newsletter
 - 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

Meeting Minutes

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

Present: Angela Bauer (arrived at 17:45 and departed at 18:05), Don Breivogel-Williams (Vice Chair), Elizabeth Carney (Chair), Carl Ellis (Treasurer), Jane Pincus (Clerk), Ryan Zajac (Library Director),

Absent: None

Audience: None

1.0 Call to order

The meeting was called to order at 17:35

2.0 Additions/Postponements of Agenda Items

Ryan Zajac requested an executive session to discuss a grounds and facilities matter. Carl Ellis requested time to discuss the Betsy Eckfeldt collection.

3.0 Review and approval of minutes of May10, 2016 meeting and Round Table Meeting of June 2, 2016

A motion was made by Jane Pincus and seconded by Elizabeth Carney to accept the Minutes of the 5/10/2016 meeting. Vote: 4 yes, 0 abstentions, 0 no. Approved. We also reviewed the minutes of the June 2 Roundtable discussion. No action was taken on the draft minutes of the 6/2/16 special meeting since a quorum was not present at that meeting.

3.1 Review of Treasurer's report

Treasurer's report was reviewed and accepted.

3.2 Library Director's report

The next Roundtable meeting will take place on July 21.
The library will not increase summer hours.

*To be approved at the next regular board meeting

The very successful after-school program has ended.
The Art Bus will be here July 28.
We are contacting the Historical Society.
Could we have a 'branch' in East Roxbury?
Library Director's report was reviewed and accepted.

4.0 Additions to agenda

In regards to the Betsy Eckfeldt Collection, we should earmark a part of our checking account to re-organize the children's area, with the moneys that have been set aside for that purpose. The money is accruing. Carl has donated money to make our account an even thousand dollars - we don't want to go below \$750.

5.0 Audience

None

6.0 Old Business

6.1 By-Laws Review

Board discussed and revised BYLA 003 as recommended by the lawyer. Revisions included -

4C1: Eliminate the first sentence (already in 4B3). It shall read as: 'Neither the Library or anyone affiliated with the Library shall discriminate against any person or group on an arbitrary basis.'

4C2: Put in: 'If individual Trustees wish to join the Vermont Library Association, they will be expected to pay the dues themselves.'

4C3: Delete 'director' in second sentence.

6B: Remove 'shall act as technical advisor.'

7B: Add 'be.'

7E: Eliminate.

9A: Keep first sentence. We voted to add: 'Money shall be deposited in the Library account kept by the Roxbury Town Clerk. Payment shall be made from this account against submissions of the Library Director, when approved by the Library Treasurer of the Board, or upon submission approved by any two of the Library Trustees. (Carl, Don). Unanimous approval.

10. Should be: 'VSA Title 24, Chapter 59, Section 1976.

A motion was made by Carl Ellis and seconded by Don Breivogel-Williams to accept BYLA 003 with the revisions as discussed. Vote: 4 yes, 0 abstentions, 0 no. Approved

6.2 Volunteer Celebration, Donor Celebration

*To be approved at the next regular board meeting

We discussed having a celebration for both mid-September (September 17th tentative date), possibly a 'light fare' event. We'll have to send out invitations.

7.0 New Business

7.1 4th of July activities, RFL Plan

As so many of us would be away, we decided not to hold a book sale. We will contact people to bake desserts, and it's necessary to find someone to 'man' the table.

8.0 Future Meetings

8.1 7/14/2016 next regular board meeting

A motion was made by Jane Pincus and seconded by Elizabeth Carney to enter executive session with an invitation to the Library Director to discuss a matter regarding the RFL facility.

Entered executive session at 19:20

Exited executive session at 19:25

No action taken

9.0 Adjournment

The meeting was adjourned at 19:27

Respectfully Submitted, Jane Pincus (Clerk)

*To be approved at the next regular board meeting

Library Operations Report

Upcoming Events and Meetings

- Roxbury Round Table 7/21/2016
- VOKAL Quarterly meeting 7/22/2016
- Arts Bus 7/28/2016

June Outreach

- In June the RFL hosted 2 programs (Roxbury Round Table and Children's book distribution) and meeting space for 1 events (Adult Book Club). Attendance in these events included 36 children and 31 adults.
- We successfully mailed 305 community newsletters for the inaugural issue of the Community Newsletter.

Miscellaneous

- The new door lock has been installed on the main entrance.
- I am awaiting a proposal from another contractor on the ramp and roof repair work.
- We have had visitors stopping by the RFL to get stamps for the VT. Library Assoc. passport program, but I don't think we've had any patrons participate.
- I am meeting with the RVS kindergarten teacher this month to plan ways we can coordinate some early literacy and community outreach projects.

Volunteers providing service
in the past month include

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

RFL Service description

In response to the first issue of the
Community Newsletter:

- *"It's fantastic! I love the newsletter!"*
- *"Thanks for the hard work for the newsletter splash."*

June 2016 By the Numbers: Roxbury Free Library

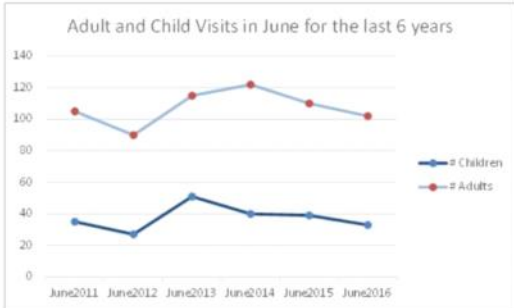
We saw the summer rise in circulation and visitation last month. With the exception of Reference question services, all circulation measures were higher in June than they were in May. I presented data below to show a comparison of use in June during recent years.

135 visits

2.1 visitors per hour open


↑ 40%
since May.

Summary Statistics of RFL



 4,693 items in the collection	 10 reference questions answered	 34 e-books borrowed	ILL 20 → RFL → 2
www.roxburyfreelibrary.org was visited 322 times in June 2016			

 210 active patrons. 45 Registered users of LUV	+2 registered new patrons
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46
computer & wireless
uses

ID	Title	Frequency	Last Revision
BYLA-002	Trustees Calendar	Annually	6-9-2015

**Roxbury Free Library
Trustee's Calendar**

July	<ul style="list-style-type: none"> • New Fiscal Year etc... • Review BYLA002 - Trustees Calendar
August	<ul style="list-style-type: none"> • Review PERS 001 - Personnel Policy • PERS 002 - Director Job Description
September	<ul style="list-style-type: none"> • Board evaluations of Director and Director self-evaluations submitted • Begin reviewing policies
October	<ul style="list-style-type: none"> • Negotiate employment agreements • Policy work • Draft "Friends" letter
November	<ul style="list-style-type: none"> • First draft of Budget discussed • Send "Friends" letter
December	<ul style="list-style-type: none"> • Finalize and send budget • Coordinate Christmas gift list
January	<ul style="list-style-type: none"> • Submit budget for Town Report • Word and approve warning for Town Report • Submit names of Trustees running for reelection • Plan February retreat agenda
February	<ul style="list-style-type: none"> • Board retreat
March	<ul style="list-style-type: none"> • Elect Board offices • Review MISS-002 - Mission Statement
April	<ul style="list-style-type: none"> • Review BYLA-001 - By Laws • Prepare for Green Up Day book sale • Coordinate Library clean up
May	<ul style="list-style-type: none"> • Green Up Day book sale • Plan volunteer luncheon
June	<ul style="list-style-type: none"> • Volunteer luncheon • Prepare for Bake Sale on 4th of July

Date of adoption 6-9-15

Record of Adoption

Approved 3

Abstentions 0

Opposed 0