

# Agenda\_Packet\_11-8-2016

## **Agenda**

### **Roxbury Free Library Board of Trustees Meeting November 8 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 10/11/2016 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 Review/Finalize Donor Letter**
- 7.0 New Business**
  - 7.1 Review first draft of FY18 Budget**
- 8.0 Future Meetings**
  - 8.1 12/13/2016 next regular board meeting**
- 9.0 Adjournment**

## Meeting Minutes

### Roxbury Free Library Board of Trustees Meeting October 11 at 17:30

**Present:** Angela Bauer , Elizabeth Carney (Chair), Carl Ellis (Treasurer),  
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 17:43

#### 2.0 Additions/Postponements of Agenda Items

none

#### 3.0 Review and approval of minutes of 9/13/2016 meeting

A motion was made by Jane Pincus and seconded by Carl Ellis to accept the draft minutes of 9/13/2016. Vote: 4 yes, 0 abstentions, 0 no. Approved

#### 3.1 Review of Treasurer's report

We recently received a \$1,000 gift from a local family in which they mentioned they loved our mission statement. Treasurer's report was reviewed and accepted.

#### 3.2 Library Director's report

Upcoming events: Trunk or Treat, Slattery & Stewart music, K-1 will visit monthly. Coordination with the school is successful. This year nothing will happen with painting the building. The Select-board is working to develop procedures, policies and guidelines for getting work bids. The RFL will get estimates over the fall and winter. Also note that since we're open two days a week we're a safe place for children to be dropped off. September

\*To be approved at the next regular board meeting

was a slow month. Library Director's report was reviewed and accepted.

**4.0 Additions to agenda**

None

**5.0 Audience**

None

**6.0 Old Business**

**6.1 Plans for Trunk or Treat**

The board briefly discussed the upcoming Trunk or Treat on Halloween. We are still looking for judges for the costumes. No action taken.

**7.0 New Business**

**7.1 Draft Donor Letter**

Jane will draft a donor letter with some information that Ryan will prepare for her. The draft will be done by the 11/8/16 board meeting for review there. The letter will be mailed by the end of that week.

**7.2 Policy Review**

The board discussed the draft policy OPER003, unaccompanied minor. A motion was made by Angela Bauer and seconded by Carl Ellis to accept the amended draft policy OPER003 unaccompanied minor. Vote: 4 yes, 0 abstentions, 0 no.  
Approved

**7.3 Negotiate employee agreements**

The board discussed the upcoming budget cycle and employee compensation packages. No action taken.

**8.0 Future Meetings**

**8.1 11/8/2016 next regular board meeting**

**9.0 Adjournment**

The meeting was adjourned at 18:54

Respectfully Submitted, Jane Pincus (Clerk)

\*To be approved at the next regular board meeting

DRAFT

\*To be approved at the next regular board meeting

## Library Operations Report

### Upcoming Events and Meetings

- 11/10/2016 Round Table Meeting
- 11/14/2016 RFL Book Club Meeting
- 11/17/2016 Roxbury Crafters' Meeting
- 11/19/2016 Slattery and Stewart Music performance
- 11/20/2016 Agriculture Literacy Week film showing
- 11/24/2016 RFL closed in observance of Thanksgiving

### October Outreach

- In October the RFL hosted 2 programs (K1 classroom visit and Trunk or Treat) and meeting space for 2 events (Roxbury Book Club and Roxbury Crafters). Attendance in these events included 43 children and 38 adults.
- We invited Susan D'Amico to read with the K1 class during their last classroom visit. She mentioned to me that she saw one of those students at Trunk or Treat and the student told her that they really liked the story she read to them.

### Miscellaneous

- We have been adding to our collection of patterns and will ultimately have a large and diverse collection of crafting patterns for patrons to use in the near future.
- November 12<sup>th</sup> is the Trustees and Friends conference hosted by VTDOL in Stowe.
- Despite not seeming as busy as 2015, Trunk or Treat this year attracted ~50 people to town, including new community members and a family from Randolph.

Volunteers providing service  
in the past month include

Joan Leary  
Caitlyn Santi  
Fran French  
Hannah Zajac  
Karin Johnson  
Tom Frazier  
Holli Van Baalen  
Carol & Terry Edwards

### RFL Service description

During a School Board meeting in October, I saw a community member pull out a Roxbury Newsy and reference it for information. We are getting useful information into community members' hands.

# October 2016 By the Numbers: Roxbury Free Library

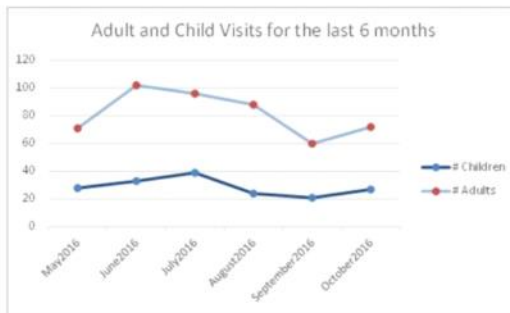
We were pleasantly busy in October. As a result we saw a rise in circulation.

## 99 visits

1.6 visitors per hour open

**↑ 22%**  
since September

### Summary Statistics of RFL



**4,980**  
items  
in the collection

**9**  
reference  
questions  
answered



**14** e-books  
borrowed

**ILL**  
3 → RFL → 2

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



**3** Passes checked out

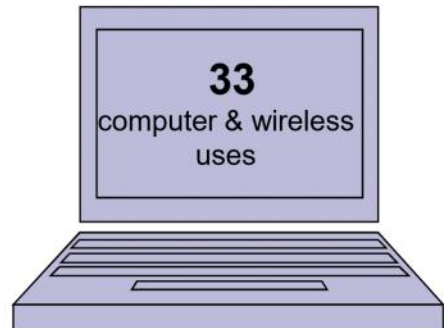
**+ 0**

Registered new patrons



**236** active patrons.

**46** Registered users of LUV



**33**  
computer & wireless  
uses