

Agenda_Packet_01-10-2017

Agenda

Roxbury Free Library
Board of Trustees Meeting
January 10, 2017 at 17:30

- 1.0 Call to order
- 2.0 Additions/Postponements of Agenda Items
- 3.0 Review and approval of minutes of 12/13/2016 meeting
- 3.1 Review of Treasurer's report
- 3.2 Library Director's reports
- 4.0 Additions to agenda
- 5.0 Audience
- 6.0 Old Business
- 7.0 New Business
- 7.1 Write and Approve Warning for Town Report
- 7.2 Review Names of Trustees with Term Expirations
- 7.3 Plan Retreat Date and Agenda
- 8.0 Future Meetings
- 8.1 2/14/2017 next regular board meeting
- 9.0 Adjournment

Meeting Minutes

Roxbury Free Library Board of Trustees Meeting December 13 at 17:30

Present: Elizabeth Carney (Chair), Don Breivogel-Williams (Vice Chair) arrived at 17:45, Carl Ellis (Treasurer), Jane Pincus (Clerk) departed the meeting at 18:15, Ryan Zajac (Library Director)

Absent: Angela Bauer

Audience: None

1.0 Call to order

The meeting was called to order at 17:35

2.0 Additions/Postponements of Agenda Items

None

3.0 Review and approval of minutes of 11/08/2016 meeting

A motion was made by Elizabeth Carney and seconded by Jane Pincus to accept the draft meeting minutes of 11/08/2016. 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 tabled until the 1/10/2017 meeting to allow the board to discuss items 6.1 before Jane Pincus departed.

4.0 Additions to agenda

None

5.0 Audience

None

6.0 Old Business

6.1 Finalize FY2018 budget

The Library Director presented the draft budget that had been discussed at the last meeting. The treasurer described a change in workers' compensation insurance that will affect the RFL budget in FY17 and into the future. The board discussed that change and decided to add \$350 dollars to their request for town allocations instead of level funding. A motion was made by Carl Ellis to request \$28,950 in town allocations for the operations of the RFL. Vote: 4 yes, 0 abstentions, 0 no. Approved

6.2 Response to Donor Appeal

Responses have been coming in over the last two weeks. Ryan and Carl are tracking returns and Elizabeth is going to manage the thank you cards.

6.3 Management of Surplus Funds

The board discussed having a separate warning at town meeting to specify the RFL board has authority to manage any surplus funds. The board felt there was no benefit to making a change like that. No action taken.

7.0 New Business

None

8.0 Future Meetings

8.1 1/10/2017 next regular board meeting

9.0 Adjournment

The meeting was adjourned at 18:30

Respectfully Submitted, Jane Pincus (Clerk)

Library Operations Report

Upcoming Events and Meetings

- 1/9/2017 RFL Book Club Meeting
- 2/2/2017 Round Table Meeting
- 2/4/2017 Focus group meeting for interior redesign project
- 2/11/2017 Round Table hosted "Winter Whatchamacallit"
- The Learning Kitchen Friday evenings starting 2/3/17 until 3/10/17

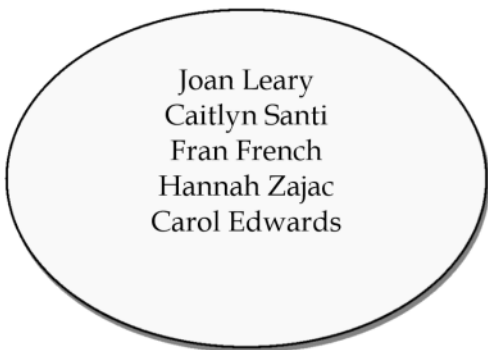
December Outreach

- In December the RFL hosted 3 programs (Children's Book Distribution, Holiday Ornament Craft, and Round Table) and meeting space for 2 events (Roxbury Book Club and Roxbury Crafters). Attendance in these events included 44 children and 16 adults.
- The Roxbury Crafters' will no longer be using the library for meeting space since the group dissolved last month.
- I completed and submitted our annual report to the VTDOL. Previous year's annual reports are available at the VTDOL website. The statewide information is used by VTDOL to allocate resources and for libraries to make comparisons across the state.

Miscellaneous

- We have recently received one bid for the exterior repair work. I am submitting that bid this week to the Selectboard.
- Lise and I have been meeting in the last couple of months to begin outlining our work for the interior redesign project. We are expecting to receive facilitated feedback from community members on 2/4/17 to help us identify any desires or needs for the project that we may not have identified.

Volunteers providing service in the past month include



RFL Service description

From a community parent: "The kids enjoyed the dough ornament craft event yesterday...especially _____. She was so proud of her creations. She was also so excited to tell me..."

December 2016 By the Numbers: Roxbury Free Library

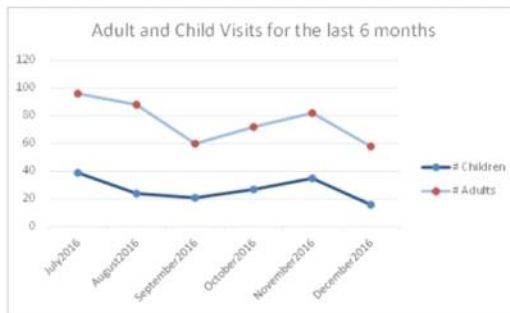
Despite the large drop in visitation between the last 2 months, December visitation was about average for the month (eg. 80 visits in 2015 vs. 74 in 2016). We tend to see a rise in visitation surrounding the holidays, but overall December and January tend to be our slowest months of the year.

74 visits

1.20 visitors per hour open

↓ 40%
since November

Summary Statistics of RFL



5,108
items
in the collection

?
18
reference
questions
answered



37 e-books
borrowed

ILL
5 → RFL → 3

www.roxburyfreelibrary.org
was visited ? times in November 2016



1 Passes checked out

+ 0

Registered new patrons



242 active patrons.

46 Registered users of LUV



12
computer & wireless
uses