

# Agenda\_Packet\_06-13-2017

## **Agenda**

Roxbury Free Library  
Board of Trustees' Meeting  
June 13, 2017 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 5/9/2017 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 Facility repair discussion
- 7.0 New Business
  - 7.1 Welcome to new board member Don Breivogel-Williams
  - 7.2 End of Fiscal Year review
  - 7.3 Plan for bake sale on July 4th
- 8.0 Future Meetings
  - 8.1 7/11/2017 next regular board meeting
- 9.0 Adjournment

## Meeting Minutes

### Roxbury Free Library Board of Trustees' Meeting May 9, 2017 at 17:30

**Present:** Jane Pincus (Chair), Carl Ellis (Treasurer), Andre Souigny (Clerk),  
Ryan Zajac (Library Director)

**Absent:** Colleen Flanagan (Vice Chair)

**Audience:** Ken Koenke

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#### 1.0 Call to order

The meeting was called to order at 17:29

#### 2.0 Additions/Postponements of Agenda Items

Angela Bauer submitted her resignation from the RFL Board of Trustees to the town. Add to tonight's agenda to vote on accepting her resignation to the agenda.

Don Breivogel-Williams has expressed interest in the open position on the board.

#### 3.0 Review and approval of minutes of 4/10/2017 meeting

Minutes from 4/10 meeting did not reflect discussion about Angela's intended resignation from the board. Will amend minutes to reflect the discussion. A motion was made by Carl Ellis and seconded by Andre Souigny to update the minutes of 4/10/17 with the discussed amendment. Vote: 4 yes, 0 abstentions, 0 no. A motion was made by Carl Ellis and seconded by Jane Pincus to approve the amended minutes of 4/10/17. Vote: 4 yes, 0 abstentions, 0 no. Approved

#### 3.1 Review of Treasurer's report

Andre asked regarding if there was follow up on the insurance question with Tammy Legacy. Carl has not had that conversation yet. Treasurer's report was reviewed and accepted.

#### 3.2 Library Director's report

\*To be approved at the next regular board meeting

Ryan presented the directors report. Library Director's report was reviewed and accepted.

#### **4.0 Additions to agenda**

The board discussed Angela Bauer's resignation from the RFL board of trustees. A motion was made by Jane Pincus and seconded by Carl Ellis to accept the resignation of Angela Bauer from the Board. Vote: 4 yes, 0 abstentions, 0 no. Approved

#### **5.0 Audience**

Ken Koenke, a relative of a current Roxbury resident, is visiting for the meeting, and praises the RFL.

#### **6.0 Old Business**

##### **6.1 None**

#### **7.0 New Business**

##### **7.1 Book Sale update and plan for upcoming sales**

Reviewed the financial information from the book sale and raffle. Discussed second day of book sale scheduled for Saturday 5/13 as there is a town rummage sale. André will tend the book sale. André's kids will help put the books away. Colleen, Carl will come, and Ryan will stop by. 9-3pm. Decided to have no summer book sale, and to discuss a July bake sale at the June Board meeting.

##### **7.2 BYLA 003 review and action**

Reviewed the changes to personal pronouns in the bylaws. A motion was made by Jane Pincus and seconded Colleen Flanagan by to accept BYLA 003 as presented by the library director with changes to the personal pronouns. Vote: 4 yes, 0 abstentions, 0 no. Approved

##### **7.3 Plan celebration of support**

Discussion of when to have a celebration for library volunteers. September looks good. Plan to put on the agenda for the August meeting.

##### **7.4 Update on facilities repair projects**

Ramp repair contractor is out of town in California for a few more weeks. Discussion of how the phases of the facilities repair projects are being paid for, and a brief history of the progress on the project. The town will provide paint, so coordination with

\*To be approved at the next regular board meeting

volunteers will be possible. Discuss lining up volunteer painters at the next Trustee meeting.

**8.0 Future Meetings**

**8.1 6/13/2017 next regular board meeting**

**9.0 Adjournment**

The meeting was adjourned at 18:29

Respectfully Submitted, Andre Souligny (Clerk)

DRAFT

\*To be approved at the next regular board meeting

# Library Operations Report

## Upcoming Events and Meetings

- 6/5/2017 Adult Book Club meeting
- 6/8/2017 Trinia's Treehouse Daycare Art exhibit and Meeting
- 6/14/2017 Children's Book Distribution
- 7/1/2017 Next edition of the Newsy out
- 7/4/2017 July 4<sup>th</sup> Bake Sale
- 7/18/2017 Round Table Meeting
- 7/29/2017 Arts Bus at the RFL

## May Outreach

- In May the RFL hosted 3 programs (Bridges Afterschool; Sue Nevins Historical Society presentation; and Round Table) and meeting space for 1 events (Roxbury Book Club). Attendance in these events included 37 children and 34 adults.
- In May we began a discussion with a relatively new day care facility in Roxbury. We have begun delivering materials to the Day Care and the provider recently used the RFL space to exhibit artwork her children have created.
- We have contacted all of the Newsy contributors requesting content for the upcoming 7/1/17 mailing.

**Miscellaneous**

- Facilities Work update
  - At the meeting I will provide the board with a status summary of the remaining facilities work and possible steps forward.
  - We should have a finalized schedule for the painting by the end this week, 5/16/17. The goal is to have the Americorps volunteers paint with us sometime between 6/21 and 6/28; weather dependent.
- VTDOL recently hired a new Children’s Librarian, Cass Mabbott.
- On May 29<sup>th</sup> Lise, Joan, Caitlyn and I came in and spent half of a day doing nothing but cataloging. Being the end of the fiscal year we had a ton of new materials to process and also a good pile of materials that have still not been cataloged since we’ve automated. Our goal was to get out from under our cataloging backlog. We almost made it, but not quite.

Volunteers providing service  
in the past month include



**RFL Service description**

In March 2017 during a single day of operation we helped 2 community members with job applications and employment needs. The service isn't something new, but the amount of use in a single day is notable.

# May 2017 By the Numbers: Roxbury Free Library

Please note the large increase in circulation of Electronic materials this month. We have never circulated this many ebooks in one month. When the RVS librarian started getting kids connected to LUV I guess they really connected!

## 112 visits

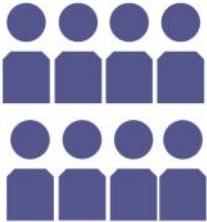

1.75 visitors per hour open

**↓ 8%**  
since April

### Summary Statistics of RFL



 <b>5,269</b> items in the collection	 <b>16</b> reference questions answered	 <b>98</b> e-books borrowed	<b>ILL</b> 6 → <b>RFL</b> → 2
<a href="http://www.roxburyfreelibrary.org">www.roxburyfreelibrary.org</a> was visited ? times in May 2017			

	<b>4</b> Passes checked out <b>+ 2</b> Registered new patrons
 <b>256</b> active patrons. <b>46</b> Registered users of LUV	



**29**  
computer & wireless  
uses