

Agenda_Packet_07-11-2017

Agenda

Roxbury Free Library
Board of Trustees' Meeting
July 11, 2017 at 17:30

- 1.0 Call to order
- 2.0 Additions/Postponements of Agenda Items
- 3.0 Review and approval of minutes of 6/13/2017 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 Update on facilities repairs, if any
- 7.0 New Business
- 7.1 Review and approve policy BYLA-002 (Trustees' annual calendar)
- 7.2 Overview of the next couple of months at the RFL
- 8.0 Future Meetings
- 8.1 8/8/2017 next regular board meeting
- 8.2 7/24/2017 Roxbury Selectboard meeting
- 9.0 Adjournment

Meeting Minutes

Roxbury Free Library Board of Trustees' Meeting June 13, 2017 at 17:30

Present: Don Breivogel Williams, Jane Pincus (Chair), Carl Ellis (Treasurer) arrived at 17:47, Andre Souigny (Clerk), Ryan Zajac (Library Director) Colleen Flanagan (Vice Chair)

Absent: None

Audience: None

1.0 Call to order

The meeting was called to order at 17:36

2.0 Additions/Postponements of Agenda Items

Follow up on raffle item deliveries.
Coordinating picking up book sale items to be donated (VHS tapes)

3.0 Review and approval of minutes of 5/9/2017 meeting

A motion was made by Don and seconded by Jane to accept.
Vote: 3 yes, 1 abstentions, 0 no. (Carl had not yet arrived)
Approved.

3.1 Review of Treasurer's report

Treasurer's report was reviewed and accepted.

3.2 Library Director's report

Ryan described the Bridges Program Activities.
Local daycare student art showcase at RFL.
Adult Book Club activities continue.
Books for the kids from RFL funds.
"Newsy" contributors contacted for next addition.

*To be approved at the next regular board meeting

Arts Bus visit to RFL in the works.
Round Table Group meeting coming up 07/18/2017
Department of Libraries has filled some positions.
RFL library cataloging mostly complete.
Electronic circulation doubled last month, perhaps due to
collaboration with school.
Folks seeking employment utilized the library.
23 boxes of books picked up by Better World Books.

Library Director's report was reviewed and accepted.

4.0 Additions to agenda

Follow up on raffle item deliveries.

Coordinating picking up book sale items to be donated (VHS
tapes). This task has been taken care of by Ryan.

5.0 Audience

none

6.0 Old Business

6.1 Facility repair discussion

Ryan gave a brief overview of the history of the facility work and
board reviewed available select board minutes on the topic. It
was agreed that further discussion and additional select board
minutes would be pursued.

Jane will inquire as to the topic of the July select board meeting to
which the board has been invited, by getting in touch with
Tammy.

The board agreed that a representative from the Board (Jane)
would attend the Select Board Meeting on 6/19 to inquire
regarding the status library facilities work.

7.0 New Business

7.1 Welcome to new board member Don Breivogel- Williams

*To be approved at the next regular board meeting

7.2 End of Fiscal Year review

The fiscal reports were reviewed.

7.3 Plan for bake sale on July 4th

List of local treat bakers will be divided up among the board to make calls. Ryan will send us each a list. Baked goods for July 4th.

8.0 Future Meetings

8.1 7/11/2017 next regular board meeting at 5:30pm at the Roxbury Free Library

9.0 Adjournment

The meeting was adjourned at 18:53

Respectfully Submitted, Andre Souligny (Clerk)

*To be approved at the next regular board meeting

Library Operations Report

Upcoming Events and Meetings

- 7/4/2017 July 4th Bake Sale
- 7/18/2017 Round Table Meeting
- 7/29/2017 Arts Bus at the RFL
- 8/10/2017 Story Walk

June Outreach

- In June the RFL hosted 2 programs (Bridges Afterschool and Children’s Book Distribution) and meeting space for 3 events (Roxbury Book Club, Trinia’s Tree House, and Chess Club). Attendance in these events included 56 children and 30 adults. Despite lower visitation, we did do a nice job in terms of outreach this month (a 20% increase from May).
- The latest issue of the Newsy went out on 7/1/17. I would like to highlight here that the Newsy has placed the RFL in a position to be a central information source about our community. After each issue we now regularly receive phone calls from community members seeking more details or clarification on things that are happening in town.

Miscellaneous

- Facilities Work update
 - On 6/21 we had 5 AmeriCorps volunteers join us to kick off the exterior painting project. With cooperative weather and help from several community members I expect to have the remainder finished within the next 2 weeks.
- After a bit of a delay, we now have the Tennis Fundraiser program setup again with Windridge.

Volunteers providing service in the last month

Joan Leary
Caitlyn Santi
Hannah Zajac
Karin Johnson
Tom Frazier
Americorps Youth Build
Ed and Betty Carney
Rich Smith

RFL Service description

In the last year we had a new patron join our ranks after being frustrated with the service at Brown. She contacted us to let us know how much faster our service and turn around is than at the Brown. Similarly, in the last few weeks another Northfield resident became a new patron after finding a book she wanted in our catalog and not in the Brown. When she picked up the book she offered praises for the diversity of our collection.

June 2017 By the Numbers: Roxbury Free Library

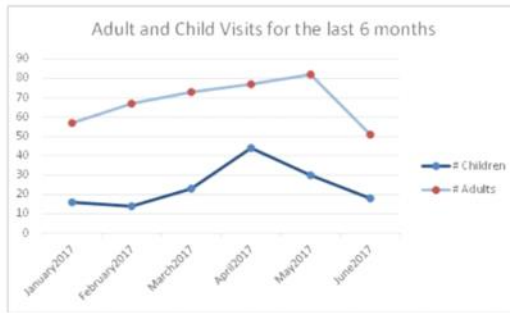
We saw a surprising change in visitation during June 2017. We typically continue to see an increase in visitation through July, our busiest month most years. For some reason June of this year was slower than would have been expected and we saw lower circulation as a result of the lower visitation.

69 visits

1.10 visitors per hour open

↓ **39%**
since May

Summary Statistics of RFL





5,497
items
in the collection



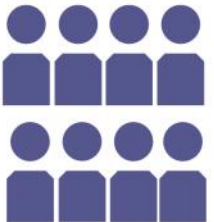
8
reference
questions
answered




29 e-books
borrowed

ILL
1 → RFL → 5


www.roxburyfreelibrary.org
was visited ? times in June 2017



3 Passes checked out
+ 2
Registered new patrons



258 active patrons.
46 Registered users of LUV



50
computer & wireless
uses

ID	Title	Frequency	Last Revision
BYLA-002	Trustees Calendar	Annually	7-12-2016

**Roxbury Free Library
Trustee's Calendar**

July	<ul style="list-style-type: none"> • New Fiscal Year etc... • Review BYLA002 - Trustees Calendar • July 4th Fundraising book and bake sale
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 • Policy review
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 • Plan board raffle fundraiser
March	<ul style="list-style-type: none"> • Elect Board officers • Review MISS-002 - Mission Statement
April	<ul style="list-style-type: none"> • Review BYLA-003 - 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 7-12-16

Record of Adoption

Approved 4

Abstentions 0

Opposed 0