

Agenda_Packet_08-08-2017

Agenda

Roxbury Free Library Board of Trustees' Meeting August 8, 2017 at 18:30

- 1.0 Call to order
- 2.0 Additions/Postponements of Agenda Items
- 3.0 Review and approval of minutes of 6/13/2017 meeting and 7/11/2017 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 Review and approve policy BYLA-002 (Trustees' annual calendar)
 - 6.2 Update on facilities repairs, if any
 - 6.3 7/24/2017 Roxbury Selectboard meeting
- 7.0 New Business
 - 7.1 Schedule annual board retreat in September
 - 7.2 Schedule and plan annual celebration of support
 - 7.3 Review policy PERS 001 - Personnel policy
 - 7.4 Review policy PERS 002 - Director Job Description
- 8.0 Future Meetings
 - 8.1 9/12/2017 at 6:30 next regular board meeting; or combine with retreat on date to be determined?
- 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

Meeting Minutes

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

Present: Jane Pincus (Chair), Carl Ellis (Treasurer), Ryan Zajac (Library Director)

Absent: Colleen Flanagan (Vice Chair), Don Breivogel Williams, Andre Souigny (Clerk).

Audience: None

1.0 Call to order

The meeting was called to order at 17:31

2.0 Additions/Postponements of Agenda Items

None

3.0 Review and approval of minutes of 6/13/2017 meeting

None

3.1 Review of Treasurer's report

None

3.2 Library Director's report

None

4.0 Additions to agenda

None

5.0 Audience

None

6.0 Old Business

6.1 Update on facilities repairs, if any

*To be approved at the next regular board meeting

None

7.0 New Business

7.1 Review and approve policy BYLA-002 (Trustees' annual calendar)

None

7.2 Overview of the next couple of months at the RFL

None

8.0 Future Meetings

8.1 8/8/2017 next regular board meeting

8.2 7/24/2017 Roxbury Selectboard meeting

9.0 Adjournment

The meeting was adjourned at 17:55. No action or board work was done due to lack of quorum.

Respectfully Submitted, Ryan Zajac (Acting clerk)

*To be approved at the next regular board meeting

Library Operations Report

Upcoming Events and Meetings

- 8/10/2017 Story Walk
- 8/31/2017 Roxbury Round Table Meeting
- 9/11/2017 Adult Book Club Meeting
- Tentative October plans: Roxbury author showcase, No-Strings Marionette performance

July Outreach

- In July the RFL hosted 1 program (Arts Bus) and meeting space for 1 events (Roxbury Round Table). Attendance in these events included 30 children and 21 adults.
- We have signed 5 people up for the Tennis Program to date.

Miscellaneous

- I joined the VOKAL quarterly meeting on 7/21/17. Activity within the consortium is largely maintaining status quo of operations.
- Facilities Work update
 - The exterior painting is progressing slowly. Hopefully in August we will have drier weather. We still expect to complete all the painting by this fall.
- On August 1st the VTDOL launched a new Inter Library Loan system to replace our outdated one. I will describe the technical details during the meeting, but for this report the big highlight to know is that patrons will now have the ability to initiate their own requests. At this point the big unknown question for us is how the lending frequency of our materials to other libraries will change.
- We circulated attraction passes 11 times in July. We cannot accurately report how much money that saved community members since each pass offers a different incentive and we don't know how many individuals were included for each use of a pass. But, we can safely say that hundreds of dollars were saved by community members in July 2017 by using the attraction passes at the RFL.

**Volunteers providing service
in the last month**

- Joan Leary
- Caitlyn Santi
- Hannah Zajac
- Karin Johnson
- Tom Frazier
- Souligny Family
- Ed and Betty Carney
- Rich Smith

RFL Service description

- A community member told us that they were away from the RFL for a while and oh how they are so excited to be back again!

July 2017 By the Numbers: Roxbury Free Library

We got back closer to normal in July 2017. As Joan would say, flow of traffic was “just right”. Please note the nearly 4 fold increase in attraction pass circulation. The change in reported LUV users is attributed to reporting changes and not an actual change in users.

102 visits

1.59 visitors per hour open

↑ 47%
since June

Summary Statistics of RFL



5,560
items
in the collection

?
14
reference
questions
answered



23 e-books
borrowed

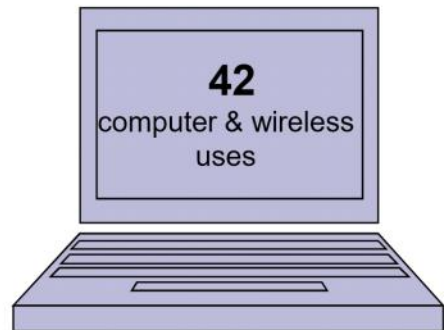
ILL
4 → **RFL** → 3

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



11 Passes checked out
+ 2
Registered new patrons

260 active patrons.
75 Registered users of LUV



42
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