

# Agenda\_Packet-09-10-2017

## **Agenda**

Roxbury Free Library  
Board of Trustees' Meeting  
September 10, 2017 at 10:00

&

Annual Retreat  
September 10, 2017 at 11:00

At the residence of Jane Pincus, 111 Pincus Road, Roxbury, VT

---

### **Meeting Agenda**

- 1.0 Call to order
- 2.0 Additions/Postponements of Agenda Items
- 3.0 Review and approval of minutes of 4/14/2015 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 none
- 7.0 New Business
- 7.1 Director evaluation (executive session for personnel topics)
- 7.2 Town Clerk's request for personnel information
- 8.0 Future Meetings
- 8.1 10/09/2017 next regular board meeting  
11/4/2017 Trustee annual conference in Burlington
- 9.0 Adjournment

## **Retreat Agenda**

- 1.0** General discussion of RFL Strengths and Weaknesses
- 2.0** RFL Long-Term planning
- 3.0** Future board training
- 4.0** Adjournment

## Meeting Minutes

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

**Present:** Don Breivogel Williams, Jane Pincus (Chair), Carl Ellis  
(Treasurer), Andre Souligny (Clerk), Ryan Zajac (Library Director)

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

**Audience:** Joan Leary

---

### 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 and 7/11/2017 meeting

A motion was made by and seconded by to accept the minutes of . Vote: 5 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 reviewed and accepted.

### 4.0 Additions to agenda

none

### 5.0 Audience

none

### 6.0 Old Business

\*To be approved at the next regular board meeting

- 6.1** Review and approve policy BYLA-002 (Trustees' annual calendar)  
A motion was made by and seconded by to accept . Vote: 5 yes, 0 abstentions, 0 no. Approved
- 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  
A motion was made by and seconded by to accept . Vote: 5 yes, 0 abstentions, 0 no. Approved
- 7.4** Review policy PERS 002 – Director Job Description  
A motion was made by and seconded by to accept . Vote: 5 yes, 0 abstentions, 0 no. Approved
- 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  
The meeting was adjourned at 17:31

Respectfully Submitted, Andre Souligny (Clerk)

\*To be approved at the next regular board meeting

# Library Operations Report

## Upcoming Events and Meetings

- 9/11/2017 Adult Book Club Meeting
- 9/23/2017 Drop-In Legislative Session with Ben Jickling
- Tentative October plans: Roxbury author showcase, No-Strings Marionette performance
- 10/22/2017 Celebration of Supporters

## August Outreach

- In July the RFL hosted 0 programs and meeting space for 1 events (Roxbury Round Table). Attendance in these events included 0 children and 3 adults.
- We are preparing for the next community newsletter mailing on 10/1/2017

## Miscellaneous

- Lise and I will be attending several meetings and workshops in the next month. I will attend a VOKAL reports workshop on 9/29/17 and Lise is attending the CLIF conference on 9/15/2017.
- Facilities Work update
  - We have had several new and old volunteers helping clean up the interior of the RFL. Carol Edwards has even been seasonally rotating the valences above our windows.
  - The exterior painting is largely complete. We decided to paint the trim green since we received so much green paint and expect to have the time to complete the whole project.
  - As of today I do not have details to share, but we have been told the ramp repair work was approved by the Selectboard with the town covering the cost of the work. I will let you know more as I learn more details.

## Volunteers providing service in the last month

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

## RFL Service description

- Since I'm sharing this service description and will have time to let this story unfold, I will share a service description about the RFL and the game of chess has impacted my life. I think the example will be representative of other patrons, but I happen to know my story better than anyone else's.

# August 2017 By the Numbers: Roxbury Free Library

August 2017 wrapped up at about just the same place as July 2017 in regards to visitation and circulation. We expect September to be similar as well, but 2017 has not been following the typical trends so time will tell.






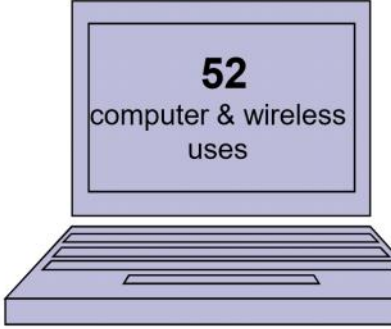

## 94 visits

1.47 visitors per hour open

↓ 8%  
since July

### Summary Statistics of RFL



 <b>5,636</b> items in the collection	 <b>16</b> reference questions answered	 <b>27</b> e-books borrowed	 <b>6</b> → <b>RFL</b> → <b>3</b>
 <b>5</b> Passes checked out <b>+ 2</b> Registered new patrons		 <b>52</b> computer & wireless uses	
 <b>262</b> active patrons. <b>75</b> Registered users of LUV			

[www.roxburyfreelibrary.org](http://www.roxburyfreelibrary.org)  
was visited ? times in June 2017