

Meeting Minutes

Roxbury Free Library
Board of Trustees' Meeting
November 14, 2017 at 18:00

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

Absent: Don Breivogel Williams, Andre Souligny (Clerk)

Audience: None

1.0 Call to order

The meeting was called to order at 18:15

2.0 Additions/Postponements of Agenda Items

2 topics were raised to be discussed as additions to the agenda. First, Andre Souligny's resignation from the board and the election cycle of board terms. Second, potential changes to petty cash management.

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

A motion was made by Jane Pincus to accept the minutes of 10/10/2017. Vote: 3 yes, 0 abstentions, 0 no. Approved

3.1 Review of Treasurer's report

Treasurer's report was reviewed and accepted. We love his report.

3.2 Library Director's report

Library Director's report was reviewed and accepted. Highlights of the report include the VTDOL moving locations in the future. Some recent and upcoming events were highlighted (Trunk or Treat, Author showcase, No Strings Marionette). The RFL is moving in to the quiet time of the year surrounding the holidays.

4.0 Additions to agenda

The board discussed Andre Souligny's pending resignation from the board. Jane Pincus offered to write a letter to the Selectboard suggesting it might make sense to skip placing a temporary appointment to that seat since the RFL board does not have any recommendations to fill the seat and the proximity to the next normal Town Meeting day election. Ryan presented the board with the list of

term expirations for the board seats and suggested the board consider taking steps to get the terms to stagger more evenly. As the terms expire now the board has a 3-year cycle where 3 seats are up for election. Andre Souligny's resignation may help with that staggering. Ryan will inquire with the Town Clerk for the best avenue to achieve an election cycle that involves no more than 2 seats.

Second, Carl presented to the board a new petty-cash register he is recommended be used at the RFL.

5.0 Audience

None

6.0 Old Business

6.1 None

7.0 New Business

7.1 Discussion of draft 2017 Friends Letter

No substantive changes were recommended to the draft letter that Jane Pincus had prepared for the annual fundraising appeal letter. Ryan will prepare the list of addresses for the mailing and Jane will complete the mailing before the Thanksgiving holiday.

7.2 Review draft FY19 budget

The library director and board treasurer presented the draft FY19 budget to the board. Both felt the operating budget in the last 2 years has been successful and they did not propose any changes to the structure of the budget. The proposed budget is essentially level-funded. The proposed budget is \$760.00 higher in anticipation of insurance and payroll changes.

7.3 Upcoming events at the RFL

The board had a general discussion about upcoming programs and brainstormed ideas for others. Some suggestions discussed included: A holiday movie viewing, a music hootenanny, and a presentation by the Roxbury Cemetery Association. No action taken.

8.0 Future Meetings

8.1 12/12/2017 at 6:30 next regular board meeting

9.0 Adjournment

The meeting was adjourned at 19:15

Respectfully Submitted, Colleen Flanagan (acting clerk)