

# Meeting Minutes

## Roxbury Free Library Board of Trustees' Meeting February 13, 2018 at 17:30

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

**Absent:** Don Breivogel Williams

**Audience:** None

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### 1.0 Call to order

The meeting was called to order at 17:50

### 2.0 Additions/Postponements of Agenda Items

Jane Pincus made a suggestion the board discuss the Selectboard meeting from 2/5/2018

### 3.0 Review and approval of minutes of 01/09/2018 meeting

A motion was made by Jane Pincus to accept the minutes of 01/09/2018, the Treasurer's report and the Library Director's report. Vote: 3 yes, 0 abstentions, 0 no. Approved

### 3.1 Review of Treasurer's report

Treasurer's report was reviewed.

### 3.2 Library Director's report

Library Director's report was reviewed. January 2018 was a busier month than the most recent. Circulation was higher that month than in all but one of the months in 2017. Four new patrons signed up at the RFL in January 2018. The first book was circulated as part of the "Branches project". Staff are still working on a simple way to catalog personal collections. Weekly Story hours began on Wednesdays at the end of January. Jane

would like to organize a showing of “She’s Beautiful When She’s Angry”.

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

Jane Pincus informed the board that the RFL was included on the 2/5/2018 Selectboard agenda as unfinished business (No RFL staff or board member were notified about the RFL being on the Selectboard agenda for that meeting and there was some confusion as to why not). Jane and Ryan reviewed the meeting minutes and informed the board that “RFL operating costs” were discussed, specifically mentioning taxes and payroll being the most costly operating expense. No action taken.

#### **5.0 Audience**

None

#### **6.0 Old Business**

##### **6.1 none**

#### **7.0 New Business**

##### **7.1 Plan Town Meeting and fundraiser raffle**

Jane and Carl will put together a small raffle. Carl will take care of tickets and raffle descriptions, ideas for raffle items need to be confirmed within a week’s time. Ryan will talk to Edgar about board life before Town Meeting and verify board terms with the Town Office for the 2 write-in candidates. No action taken.

##### **7.2 Discuss alternate procedure for invoice processing.**

Ryan described the current procedure for processing invoices for payment. (RFL staff manage invoices and receipts for all RFL purchases. Staff submit those invoices to the board treasurer who verifies their legitimacy, records invoice info, and then submits them to the Town Clerk’s office for payment and record keeping). Ryan outlined the need to have a designated board alternate to perform the above procedure in the event that the board treasurer is unable to. A motion was made by Carl Ellis and seconded by Colleen Flanagan to designate the RFL board chair as the official alternate for checking validity of RFL invoices and submitting them to the Town Clerk’s office for processing. Vote: 3 yes, 0 abstentions, 0 no. Approved

#### **8.0 Future Meetings**

**8.1** 03/13/2018 next regular board meeting at 5:30

**9.0** Adjournment

The meeting was adjourned at 18:30

Respectfully Submitted, Colleen Flanagan (Acting Clerk)