

Agenda_Packet_02-13-2018

Agenda

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

- 1.0 Call to order
- 2.0 Additions/Postponements of Agenda Items
- 3.0 Review and approval of minutes of 01/09/2018 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 Plan Town Meeting and fundraiser raffle
 - 7.2 Discuss alternate procedure for invoice processing.
- 8.0 Future Meetings
 - 8.1 03/13/2018 next regular board meeting
- 9.0 Adjournment

Meeting Minutes

Roxbury Free Library Board of Trustees' Meeting January 9, 2018 at 18:00

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

Absent: Don Breivogel Williams

Audience: None

1.0 Call to order

The meeting was called to order at 6:04

2.0 Additions/Postponements of Agenda Items

None. Jane mentioned she'd like to move the meeting time to 5:30 for future meetings, but since there is only one meeting before Town Meeting and a new board is formed it did not make sense to change the approved meeting schedule.

3.0 Review and approval of minutes of 11/14/2017 and 12/19/2017 meetings

A motion was made by Jane Pincus to accept the minutes of 11/14/2017. The 12/19/17 minutes were not applicable due to lack of quorum at the meeting. Vote: 3 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. The holiday period was quiet at the RFL. Staff have been discussing outreach options.

4.0 Additions to agenda

None

**To be approved at the next regular board meeting*

5.0 Audience

none

6.0 Old Business

6.1 Review and approve proposed FY19 operating budget

The board discussed impacts of anticipated insurance and tax expenditures in FY19 based on information received from the Town Clerk's office. A motion was made by Jane Pincus and seconded by Colleen Flanagan to approve an FY19 operating budget of \$31,862 with \$29,680 of town appropriations. Vote: 3 yes, 0 abstentions, 0 no. Approved

6.2 Discuss Annual appeal responses and determine who will send tax receipts.

Jane Pincus volunteered to take charge of the Thank You notes for the annual appeal responses. Response rate was lower this year than in years past. Potentially consider refreshing the list of recipients by reviewing the grand list at the next board meeting. No action taken.

7.0 New Business

7.1 Discussion and action of staggering board terms, board seats up for election, and Andre Souligny's resignation.

With the appointment and resignation of different board members, there will be 3 names on the ballot for Town Meeting 2018. Again, in 2020 the board will have 3 seats up for election since the appointed seats must complete the terms of the original seat, not a 3 year term beginning with their appointment or first official election. Jane will contact Don to ensure he gets his paperwork taken care of to be on the ballot. The board will reach out in the community to find another individual before Jan. 29th to submit the paperwork to be on the ballot in 2018. No action taken.

7.2 RFL staff's request to use Eckfeldt Collection funds

The library director shared the vision the staff has discussed making some changes to the West entryway in the building to make the space usable for patrons and collection expansion. The library director will contact the Selectboard to inform them of the project plans and to determine if approval is needed. The staff will come back to the board with detailed plans for the shelving and seating. No action taken.

**To be approved at the next regular board meeting*

7.3 Submit warning for Town Meeting 2018

Jane Pincus volunteered to go to the Town Office and sign off on the paperwork to have the appropriate articles for the RFL placed on the ballot for the 2018 Town Meeting. No action taken.

7.4 Discuss the RFL's "unclaimed property" status

Carl Ellis volunteered to go to Montpelier and investigate the unclaimed property designation related to the RFL. All in attendance were in favor of the suggestion.

8.0 Future Meetings

8.1 2/13/2018 next regular board meeting

9.0 Adjournment

The meeting was adjourned at 7:00

Respectfully Submitted, Colleen Flanagan (Acting clerk)

**To be approved at the next regular board meeting*

Library Operations Report

Upcoming Events and Meetings

- 2/14 & 2/21 Story Hour
- 2/19/2018 Book Club
- 2/12 & 2/26/2018 Othello reading
- 2/24/2018 Representative Open House
- 3/6/2018 Town Meeting

January Outreach

- In December the RFL hosted 1 program and meeting space for 3 meetings (Othello reading, Book Club, and Chess Parlor). Attendance in these events included 0 children and 28 adults.
- The VOKAL consortium recently added a reading advisory tool, novelist, to the catalog.
- On January 6th and 31st the RFL was closed for weather and staff sickness respectively.

Miscellaneous

- Lise attended the last VOKAL quarterly meeting held in January.
- In January we successfully circulated materials via what we are calling the "Branches" project (connecting community members with materials they own).
- Due to illnesses, the RFL did not attend the last quarterly Washington county director's meeting in early February.

Volunteers providing service in the last month

- Carol Edwards
- Fran French
- Joan Leary
- Caitlyn Santi
- Hannah Zajac

RFL Service description

- We supplied books for kids to "shop" for in the PTO's first family shopping market in December 2017.

January 2018 By the Numbers: Roxbury Free Library

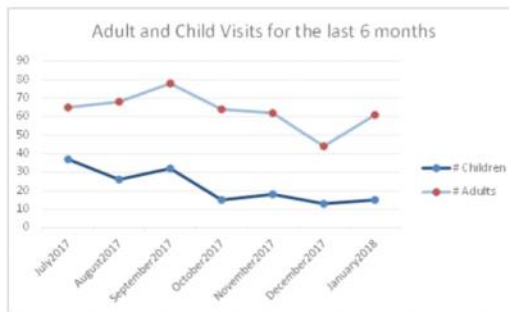
We had a welcome increase in visitation in the first month of January. As, expected most other metrics increased as well. But, materials circulation ended up being more compared to the other metrics. In fact, only one month in all of 2017 (May) did we circulate more materials than we did in January 2018 (277 compared to 272 respectively).

66 visits

1.0 visitors per hour open

↑ 33%
since November

Summary Statistics of RFL




5,896
items
in the collection


14
reference
questions
answered


24 e-books
borrowed

ILL
10 → **RFL** → 5

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




1 Passes checked out

+ 4

Registered new patrons


272 active patrons.
77 Registered users of LUV


36
computer & wireless
uses