

Agenda_Packet_04-10-2018

Agenda

Roxbury Free Library
Board of Trustees' Meeting
April 10, 2018 at 17:30

- 1.0 Call to order
- 2.0 Additions/Postponements of Agenda Items
 - 2.1 Board reorganization and election of officers
- 3.0 Review and approval of minutes of 02/13/2018 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 Discuss Green Up Day Book Sale and Raffle
 - 6.2 Review and update on facilities projects
- 7.0 New Business
 - 7.1 Approve Mission Statement (MISS-002)
 - 7.2 Discuss By Laws (BYLA-003)
- 8.0 Future Meetings
 - 8.1 05/08/2018 next regular board meeting
- 9.0 Adjournment

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

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

**To be approved at the next regular board meeting
Approved at the 00/00/0000 Meeting.*

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

**To be approved at the next regular board meeting
Approved at the 00/00/0000 Meeting.*

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)

DRAFT

**To be approved at the next regular board meeting
Approved at the 00/00/0000 Meeting.*

Library Operations Report

Upcoming Events and Meetings

- 4/10/2018 last Bridges afterschool session
- 4/16/2018 Book Club
- 4/20/2018 VOKAL quarterly meeting
- 4/30/2018 regional trustees training (Middlebury)
- 5/1/2018 Washington County library directors' meeting
- 5/5/2018 Green Up Day book sale
- 5/18/2018 VLA Conference
- May - documentary viewing?
- May - No Strings Marionette performance
- August - Spring Peepers performance

March Outreach

- In February the RFL hosted 3 programs and meeting space for 2 meetings (Othello reading, Story Hour, Elected Officials Open House, Book Club, and Chess Parlor). Attendance in these events included 3 children and 29 adults. In March the RFL hosted 1 program and meeting space for 1 meetings (Book Club, and Bridges afterschool). Attendance in these events included 16 children and 8 adults.
- The RFL has had a lot of collaboration with the Roxbury Village School in the past couple of months. We arranged the story time portion of the winter sports program. We lined up community members to read stories during the snack time at the Community Center for the 5-week program. We have been providing some books for the school's Friday Morning Meeting.
- We have arranged an ongoing reading tutoring session between two of our community members.
- We continue to see our collection utilized more by other libraries. During a single day in February 2018 we sent 5 of our books out to other libraries, including one out of state. I believe this may be the first time we've sent part of our physical collection out of state.
- The latest issue of the Newsy was prepared and sent out in early April. I included a clipping of a newspaper article about the role libraries are playing in either maintaining or expanding public information services like newsletter and newspaper distribution.
- We worked with Lucinda Sullivan (Capstone) to arrange for tax preparation help for community members. We did provide services related to tax filling in the last couple of months. However, ironically the individuals who did qualify for the free assistance did not want the help and those that did express interest in setting up an appointment did not qualify.

Miscellaneous

- I have reported on changes that are occurring with VTDOL recently. As an update to those reports I will share the following - The MSRL is now closed. The VTDOL collection will be reduced by 86% in the next couple of months. I do not know the final date for the dept.'s move from State St. to Barre.
- Good news from the VTDOL world is that we were awarded a \$200 grant to hire a summer performance of a family friendly show. We are working on scheduling a performance by the musical duo Spring Peepers.
- We have two facilities projects in the works at the RFL (the entrance ramp repairs and entryway shelving). To keep the board informed of the status of those projects I will report I do not foresee any work being initiated on either project in the next month.
- I was invited by the VT. State Police to attend and represent the RFL at an upcoming meeting related to community approaches to crime prevention in the greater central VT. area. (no date or location is determined yet)

RFL Service description

- Thanks for the info about 'Listen Up'. What a great resource! I was able to get on there and download with no problems.

Volunteers providing service in the last month

- Adrienne Bushway
- Cheryl Chittick
- Fran French
- Joan Leary
- Caitlyn Santi
- Hannah Zajac

March 2018 By the Numbers: Roxbury Free Library

We have seen a small increase in visitation as we move out of winter and head towards spring. In the last statistics summary we highlighted a spike in material circulation. This month we will highlight a spike in electronic circulation – a doubling of downloaded materials (24 vs. 49).

79 visits

1.04 visitors per hour open

↑ 4%
since January

Summary Statistics of RFL



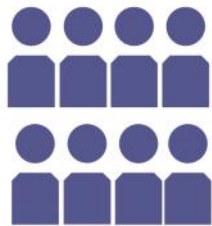

5,948
items
in the collection


20
reference
questions
answered



49 e-books
borrowed

ILL
1 → RFL → 5

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



3 Passes checked out
+ 6
Registered new patrons


278 active patrons.
78 Registered users of LUV


42
computer & wireless
uses

ID	Title	Frequency	Last Revision
MISS-002	Mission Statement	Annually	04-10-2017

**Roxbury Free Library
Mission Statement**

Our mission is to develop and nourish the spirit and imagination of all persons in our community. We will provide free access to the services and information you seek, and keep our library relevant to the Roxbury community with the vision of enhancing our community and its place in the world.

Date of adoption 04-10-17

Record of Adoption

Approved 4

Abstentions 0

Opposed 0

ID	Title	Frequency	Last Revision
BYLA-003	By-Laws	Annually	5-9-2017

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Article 1: Title and Authority

The name of these by-laws shall be known as the Roxbury Free Library By-laws.

Article VIII of the 2/22/1911 Roxbury Town Meeting stated: *To see if the Town will elect a board of Library Trustees and instruct such board to make application to the State Board of Library Commissioners under Section 878 and 879 of Vermont Statutes.*

The June 30th 1912 Report of the VT. Library Commissioners declared the legal establishment of the Roxbury Free Library.

In each of the towns of Colchester, Grand Isle, Lowell, Middlebury, Roxbury, Troy, Weathersfield and Williamstown, we have established a free public library under the library law by giving to each town conforming to the requirements of that law a one hundred dollar collection of books selected with regard to the particular needs of the town.

Article 2: Purpose

The purpose of the Board of Trustees for the Roxbury Free Library is to oversee the operation of library in accordance with statutes of the State of Vermont and in accordance with the Roxbury Free Library By-laws.

Article 3: Fiscal Year

The fiscal year of the Roxbury Free Library shall be July 1 through June 30.

Article 4: Board of Trustees

The Roxbury Free Library shall be governed by a Board of Trustees. The Board of Trustees shall consist of five members, all elected for terms of three years each at the annual Roxbury town meeting. Terms will be staggered.

A. Eligibility and Election to the Board

- A.1. Eligibility for the Board of Trustees shall be limited to adults who are residents of Roxbury.
- A.2. Newly elected Trustees will take office at the first meeting following the annual Roxbury town meeting.
- A.3. In the event of a board vacancy after the annual Roxbury town meeting the board will recommend an appropriate individual to the Roxbury Selectboard. The Selectboard will then appoint a trustee until the following annual Roxbury town meeting. The Selectboard may choose to appoint an individual of their own.

B. Responsibilities and Action of Board Members

- B.1. Trustees, as stated in VSA Title 22, Chapter 3, § 143, shall have full power to manage the public library, make and revise by-laws, elect officers, establish library policy and receive, control and manage property which shall come into the hands of the municipality of Roxbury by gift, purchase, devise or bequest for the use and benefit of the library.
- B.2. Trustees shall also be responsible for long range planning of library services to the community; fundraising, budgeting and financial management of the library; maintenance of the library building; hiring a library director; maintaining and fostering strong relations between the library and the community; and serving as advocates for the library and library service.
- B.3. All the actions of the Trustees shall be as a unit of the board. No individual Trustee of the board shall act on behalf of the board, on any matter, without prior approval of the board. No Trustee by virtue of hir office, shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.
- B.4. Each Trustee shall have one vote, irrespective of office held.
- B.5. A Trustee must be present at a meeting to have hir vote counted.

C. Conduct of Board Members

- C.1. Neither the library nor anyone affiliated with the library shall discriminate against any person or group on any arbitrary basis.
- C.2. No compensation may be paid to the Trustees for their services. However, Trustees may be reimbursed for their actual and necessary expenses incurred in performing duties if so authorized by the Board. If individual Trustees wish to join Vermont Library Association, they will be expected to pay the dues themselves.
- C.3. Trustees shall be under an affirmative duty to disclose their actual or potential conflicts of interest, either direct or indirect, in any matter under consideration by the Board or by a committee exercising any authority of the Board, and such interest shall be made a matter of record in the minutes of the meeting. A trustee or member of a committee having such an interest shall be permitted to make a statement with regard to the matter but shall not be permitted to participate in the discussion or decision of the matter.
- C.4. **Description of conflict.** A conflict of interest shall include any situation where a person's pecuniary or other significant personal interest, whether direct or indirect, in a matter before the Board conflicts with, or may tend to conflict with, such person's fiduciary duties to the Library. Such interest would normally include any ownership or financial interest through business, investment, or family ties, and a compensation arrangement. A matter before the Board shall include a matter before a committee exercising any authority of the Board.

D. Termination of Board Members

- D.1. The term of office of a Trustee may be terminated prior to its expiration in any of the following ways: (i) voluntarily by a Trustee upon notice to the Library; (ii) automatically upon failure to meet qualifications for office; and (iii) involuntarily for cause by vote of the Board of Trustees provided that the accused Trustee is given adequate notice of the charges (e.g., breaking the conduct articles above) and the opportunity to respond in person or in writing. A Trustee who is absent from two consecutive board meetings or three meetings in a year, unless excused by the Board, shall be presumed to have resigned.

Article 5: Board Officers

- A. The officers of the Board shall be the Chairperson, Vice-Chairperson, Secretary and Treasurer, elected annually by the Board at the annual meeting in April each year. These officers shall serve for a period of one year. Vacancies of officers shall be filled by election of the Board.
- B. The Chairperson shall preside at all meetings of the Board, shall issue notice of all regular and special meetings, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board of Trustees, serve as an ex-officio voting member of all committees, and perform other duties as determined by the board.

- C. The Vice Chairperson, in the event of the absence or disability of the Chairperson, or of a vacancy in that office, shall assume and perform the duties and functions of the Chairperson.
- D. The Secretary shall keep a true and accurate record of all meetings of the Board and shall perform such other duties as determined by the board.
- E. The Treasurer shall be the disbursing officer of the Board and shall perform such other duties as determined by the board.
- F. In the absence or inability of an officer to perform hir duties, hir duties shall be performed by such other members of the Board as the Board may designate.

Article 6: Library Director

- A. The Board shall appoint a Library Director who shall be the executive officer of the library under the direction and review of the Board and subject to the policies established by the Board. Ze will develop and implement responsive, effective services for the community; will employ and direct the staff and volunteers; will operate the library under the financial conditions contained in the annual budget; and will share responsibility with the Board of Trustees for the care of the buildings and equipment.
- B. The Library Director shall attend all board meetings except any portion of a meeting at which hir appointment or salary is discussed or decided. The Library Director shall render and submit to the Board monthly reports and make recommendations of such policies and procedures, which, in the opinion of the Library Director, will improve efficiency and quality of library service.
- C. An annual evaluation of the Library Director will be done by the Board.

Article 7: Committees

- A. A nominating committee shall be appointed by the Chairperson three months prior to the annual Roxbury town meeting. Other candidates interested in serving on the Board can obtain the necessary papers from the Town Clerk so they can be placed on the Town Meeting Ballot.
- B. Committees for specific purposes may be appointed by the Chairperson. Such committees shall serve until the completion of the work for which they were appointed. Committees may include members of the community with particular expertise or interest, but there should be at least one Trustee on each committee.
- C. All Committees shall make a progress report to the Board at each of its meetings.
- D. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific powers to act.

Article 8: Board Meetings

- A. Regular meetings shall be held each month, the date and hour to be set by the Board. All Trustees are expected to attend all meetings of the board unless excused by the Chairperson for a particular reason.
- B. Special meetings of the Board may be called at any time by the Chairperson or upon the request of three members for a specific purpose.
- C. Executive session is available for a instances when board work includes sensitive matters or confidential information. Outside of executive session, all meetings of a majority of the Board are public meetings, during which members of the public may address the Board on any issue on its agenda, subject to reasonable rules to ensure order and civility.
- D. The Trustees shall make a report at the annual Roxbury town meeting of the library activities, of the condition of the library and of the management and expenditure of moneys as have come into their hands.
- E. A simple majority of the Trustees shall constitute a quorum for conducting all business. If a quorum is not present at a regular meeting, the attending Trustees may set a date for another meeting to be held within two weeks, and the Chairperson shall notify the absent Trustees of this specially called meeting.
- F. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient:
 - i. Roll Call of Members
 - ii. Secretary's report
 - iii. Treasurer's report
 - iv. Library Director's report
 - v. Committee reports
 - vi. Unfinished business
 - vii. New business
 - viii. Period for Public Expression
 - ix. Adjournment
- G. Agendas for regular and special meetings and minutes of meetings will be posted according to the Vermont Open Meeting Law.

Article 9: Budgetary and Financial Procedures and Responsibilities

- A. The Trustees have "full power" to spend the voter-approved appropriation from the general fund, grants of money, as well as money raised by the library through fundraising efforts, as outlined in the library budget. Money shall be deposited in the library account kept by the Roxbury Town Clerk. Payments shall be made from this account against submissions of the library director when approved by the

library treasurer of the board or upon submission approved by any two of the library trustees.

- B. The operating and financial reports for the previous year shall be presented at the regular meeting in July.
- C. The preliminary budget for the subsequent fiscal year, as prepared by the Library Director and Treasurer, should be presented to the Trustees in November each year.
- D. The final budget for the subsequent fiscal year shall be presented (and approved by the Board assuming all is in order) at the December meeting.

Article 10: Review and Amendments

These By-Laws will be reviewed annually in April. These By-Laws may be amended or repealed in accordance with the procedure set forth relating to adoption of ordinances and rules in VSA Title 24 Chapter 59, Section 1976.

Date of adoption 5-9-17

Record of Adoption

Approved	<u>4</u>
Abstentions	<u>0</u>
Opposed	<u>0</u>

Library director Michael Sullivan looks over an edition of Weare in the World created on his computer at the public library Jan. 22 in Weare, N.H.

When the newspaper closed, this town library started one

ASSOCIATED PRESS

WEARE, N.H. — Weeks after Weare's only newspaper shut down, a resident had a proposal: The library should start one.

Librarian Mike Sullivan jumped on the idea and, for the past year, has been producing Weare in the World.

The four-page publication comes out every week and is heavy on community events and calendar listings. The front page of one paper had a short story about an elementary school Lego team, a police association scholarship and details on a local bar's Super Bowl party. There is also a popular crossword puzzle that has clues for local businesses or other landmarks in the town with 9,000 residents.

The goal is to create a sense of community and local pride, more civic engagement and "more energy around things that do happen around town," said Sullivan, who produces 200 copies of the newspaper by himself in his tiny office crowded with boxes of donated books and several guitars he uses for music lessons.

The paper has no paid ads, and Sullivan estimates each issue costs the library about \$25, not including staff time.

The newspaper is the latest example of a library stepping into what Sullivan describes as a news desert to cover community news.

David Beard, a journalist who is finishing up a Harvard University research fellowship and has written about the paper for the Poynter Institute, said similar projects have been undertaken elsewhere. In South Dakota, there is the Black Hills Network that takes information from 13 libraries. NOWCastSA, which describes itself as public television for the internet, is run out of a San Antonio, Texas, library.

"It's more like a first step—listing and covering events, town histories, showing what makes a place unique and distinctive," Beard said. "So many places in America don't even have that now. If it stokes the need for greater news coverage in the



ASSOCIATED PRESS

Editions of Weare in the World are stacked for distribution at the public library in Weare, N.H., Jan. 22.



CHARLES KRUPA

Librarian Aroostine Brown, left, and library director Michael Sullivan fold editions of Weare in the World are stacked for distribution at the public library in Weare, N.H.

town, all the better."

But some suggest library newspapers are a poor substitute for the real thing, since they often lack fully reported stories, actual reporters and independence from town institutions.

Tommy Thomason, director of the Texas Center for Community Journalism, said the trend reflects residents' desire for information but also exposes the unique role that newspapers play in gathering it.

Librarians are experts in curating information that is already out there, not going out and getting information, he said.

"I can't see a library ever sending someone to cover a school board meeting or a City Council meeting," he said, "or, 'Hey, there is a fire on the other side of town. We need to roll a librarian.'"

Sullivan is quick to acknowledge the shortcomings of his newspaper—call it a newsletter if you want, he says—but insists it is providing a much-needed public service. The quarterly that

served the town, the Weare Free Press, closed last year and reporters from nearby dailies and weeklies rarely cover the town, he said.

"This has an awful lot of similarities to the early, early community newspapers," Sullivan said. "It is a bit of a throwback and it's meant to serve the people who don't get their information through Facebook" or other online sources.

Boosters of the paper, including many town officials, said it is the only place residents can get information on events such as the annual Christmas party, the Weare Patriotic Celebration or town meetings. They say attendance at such events is up since Sullivan's paper started publishing.

"Need to know time and place of an activity in town, it's now at your fingertips," Heleen Kurk, a former selectman and current town historical society board member, said in an email interview. "So yes, this little newspaper is making a difference."