

Agenda_Packet-08-14-2018

Agenda

Roxbury Free Library
Board of Trustees' Meeting
August 14, 2018 at 17:30

- 1.0 Call to order
- 2.0 Additions/Postponements of Agenda Items
- 3.0 Introduction of new board member Jeanne Beckwith
- 4.0 Consent Agenda
 - 4.1 Review and approval of minutes of 05/08/2018 meeting
 - 4.2 Review of Treasurer's reports
 - 4.3 Library Director's reports
- 5.0 Additions to agenda
- 6.0 Audience
- 7.0 Old Business
 - 7.1 Confirm the board's future meeting schedule
 - 7.2 Update on facilities projects
 - 7.3 Update on recent legislative action and RFL policy work
 - 7.4 New Business
- 8.0 Discuss date for the 2018 Celebration of Support
 - 8.1 Discuss and approve BYLA-002, Trustee's Calendar
 - 8.2 Discuss RFL staffing, (executive session)
 - 8.3 Future Meetings
- 9.0 9/11/2018 next regular board meeting
 - 9.1 Adjournment

Meeting Minutes

Roxbury Free Library
Board of Trustees' Meeting
May 8, 2018 at 17:30

Present: Heidi Albright (Clerk), 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 17:40

2.0 Additions/Postponements of Agenda Items

None

3.0 Consent Agenda

A motion was made by Jane Pincus and seconded by Heidi Albright to accept the minutes of 4/10/2018, Treasurer and Library Director's reports. Vote: 3 yes, 0 abstentions, 0 no. Approved

3.1 Review and approval of minutes of 4/10/2018 meeting

3.2 Review of Treasurer's report

The book sale raised \$99 and the basket raffle raised \$185 for the RFL. Carl will compile the tickets for the raffle and ask someone at the country store to pull the winners. None of the financial reports were printed in time for today's meeting.

3.3 Library Director's report

June 7th is the finalized date for the documentary film showing at the Brown Community Room.

4.0 Additions to agenda

None

**To be approved at the next regular board meeting
Approved at the 00/00/201x Meeting.*

5.0 Audience

None

6.0 Old Business

6.1 Review and update on facilities projects

Phase III of the ramp work will begin in July 2018. The expected cost is \$2,600. Erik Wardle has expressed interest in the entryway project and will volunteer his time for the work. The design plan will be submitted to the Selectboard for the final approval when it is prepared. No action taken.

6.2 Approve Mission Statement (MISS-002)

A motion was made by Jane Pincus and seconded by Heidi Albright to accept MISS-002 with no changes. Vote: 3 yes, 0 abstentions, 0 no.
Approved

6.3 Discuss By Laws (BYLA-003)

The board discussed Section 8.E of the board's by laws. A motion was made by Carl Ellis and seconded by Jane Pincus to modify section 8.E of the BYLA-003 to indicate a quorum will consist of a simple majority of trustees currently holding office. Vote: 3 yes, 0 abstentions, 0 no.
Approved. The amendment will be posted accordingly.

7.0 New Business

7.1 Discuss RFL board seat vacancy

Colleen's resignation paperwork was filed and the Selectboard has begun the process of announcing the vacancy. Jeanne Beckwith is a possible candidate for the vacant seat and Ryan will reach out to her to confirm. No action taken.

7.2 Discuss Celebration of Support plan for 2018

The board discussed holding the Celebration of Support and the retreat in the fall of 2018 to make scheduling more successful. No action taken.

8.0 Future Meetings

8.1 6/12/2018 next regular board meeting

9.0 Adjournment

A motion was by Carl Ellis and seconded by Jane Pincus to adjourn the meeting. The meeting was adjourned at 18:35

**To be approved at the next regular board meeting
Approved at the 00/00/201x Meeting.*

Respectfully Submitted, Heidi Albright (Clerk)

DRAFT

**To be approved at the next regular board meeting
Approved at the 00/00/201x Meeting.*

Library Operations Report

Upcoming Events and Meetings

- *Not applicable to this report.*

May Outreach

- In May the RFL hosted no programs or meetings. Attendance in these events included 0 children and 0 adults.
- On May 10 I represented the RFL at a forum of Roxbury community leaders hosted by the VT. State Police. The focus of the forum was finding ways to facilitate a better flow of information about illegal activities within the community.

Miscellaneous

- *I included all updates about RFL operations in the July report.*

RFL Service description

- *I included a description about services in the July report.*

Volunteers providing service in the last month

- Bill Cecil
- Cheryl Chittick
- Fran French
- Joan Leary
- Caitlyn Santi
- Jane Valentine
- Hannah Zajac

Library Operations Report

Upcoming Events and Meetings

- August 16 Spring Peepers performance
- August 18 Arts Bus stop
- September dog training program in conjunction with The Brown Public library
- September Adult Book Club

June Outreach

- In June the RFL hosted 2 programs and meeting space for 3 meetings (Children's book distribution, Book Speed Dating, Chess club meeting, Social services meeting, and Literacy tutoring). Attendance in these events included 6 children and 12 adults.

Miscellaneous

- *I included all updates about RFL operations in the July report.*

RFL Service description

- In general, the RFL regularly provides a wide breadth of social services for community members. During June we had assisted a few community members with some very important support services. Though not all services provided are related to "life and death" scenarios like we saw in June, we consistently provide access to social services in a safe, neutral environment for community members.

Volunteers providing service in the last month

- Bill Cecil
- Cheryl Chittick
- Tom Frazier
- Fran French
- Joan Leary
- Caitlyn Santi
- Hannah Zajac

Library Operations Report

Upcoming Events and Meetings

- August 16 Spring Peepers performance
- August 18 Arts Bus stop
- September dog training program in conjunction with The Brown Public library
- September Adult Book Club

July Outreach

- In July the RFL hosted 0 programs and meeting space for 0 meetings. Attendance in these events included 0 children and 0 adults.
- On July 1st the latest edition of the Roxbury Newsy was mailed to the community.
- The RFL tennis program had 3 families enroll this year. Though consistent with turnout last year, the number of participants is lower than it was about five years ago.
- At the end of July we updated our wi fi network. The changes included adding a landing page to the network when someone connects to it. We will now also be able to accurately track how many people connect to the network. During August we expect to setup the rest of the extended network so that we will be able to provide wi fi service to all of downtown Roxbury.

Miscellaneous

- Jane Pincus coordinated the annual RFL bake sale on July 4th.
- The RFL was closed for 4 of the 5 Tuesdays during the month of July. I will update the board about the details of those unexpected closures during the board meeting.
- Contractor Bill Langely had been scheduled to begin the final phase of the ramp repair work the last week of July but had to delay his start due to a personal injury. I will notify the board when the work actually begins – hopefully within a few weeks.
- I do not have a start date for the entryway project but hope to see it begin around the end of August.
- VTDOL is officially in their new location housed within the VT. Historical Society in Barre. As of last week it sounds like phones, internet, and services are largely up and running.
- Fall 2018 will mark the first school year that the Montpelier Roxbury School District operates. Last winter the director of the Kellogg Hubbard library in Montpelier and I discussed what the new school district means for our abilities to serve the children of the district. We worked out a plan that will allow Roxbury children attending school in the Montpelier facilities to have access to a Kellogg Hubbard library card for no fee. The staff at the Kellogg Hubbard were proactive and supportive of the change to the school community and helping to ensure Roxbury children would have equal access to Kellogg Hubbard services while in the city.

RFL Service description

As mentioned above, we were unfortunately closed during some of the Tuesdays during July. After announcing the change we heard from some community members that they were disappointed about the change. After looking at the changes in circulation and visitation between June and July it is obvious we were missed on those four Tuesdays.

Volunteers providing service in the last month

- Cheryl Chittick
- Tom Frazier
- Fran French
- Joan Leary
- Caitlyn Santi
- Hannah Zajac

May 2018 By the Numbers: Roxbury Free Library

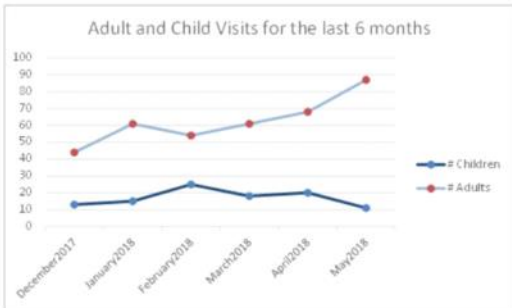
Some circulation notes are presented in the July summary.

98 visits

1.3 visitors per hour open

↑ **11%**
since April

Summary Statistics of RFL



Month	Total circulation
March	244
April	211
May	293

6,082

items
in the collection

?
 20
 reference
 questions
 answered

18

e-books
borrowed

ILL

6 → RFL → 3

www.roxburyfreelibrary.org

was visited ? times in April 2018

1 Passes checked out

+ 4

Registered new patrons

49

computer & wireless
uses

283

active patrons.

79

Registered users of LUV

June 2018 By the Numbers: Roxbury Free Library

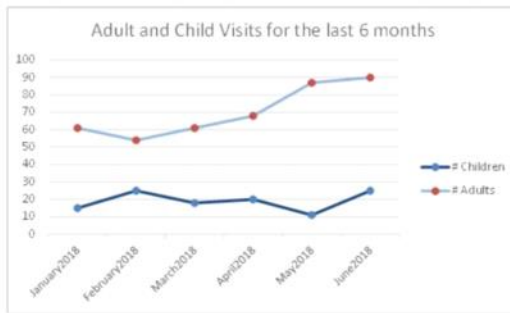
Some circulation notes are presented in the July summary.

115 visits

1.8 visitors per hour open

↑ 17%
since May

Summary Statistics of RFL



Month	Total circulation
April	211
May	293
June	313



6,248
items
in the collection



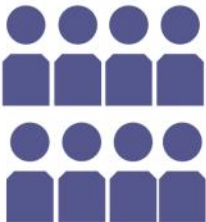
10
reference
questions
answered



30 e-books
borrowed

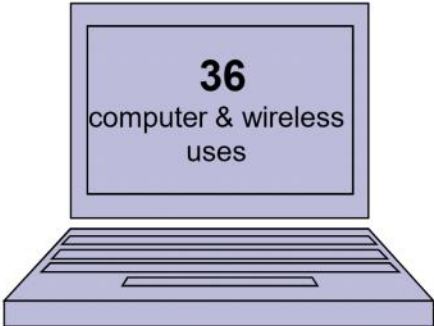
ILL
2 → RFL → 3

www.roxburyfreelibrary.org
was visited ? times in April 2018



284 active patrons.
78 Registered users of LUV

1 Passes checked out
+ 1
Registered new patrons



36
computer & wireless
uses

July 2018 By the Numbers: Roxbury Free Library

We will highlight this month just how important all of our hours of operation are to our ability to provide services to the community. Typically July is the busiest month of the year for us. The decrease in visitation in circulation this year is directly attributed to our decrease in hours of operation on Tuesdays. Simply put, us not being open is not good for the community.

68 visits

1.42 visitors per hour open

↓ 41%
since June

Summary Statistics of RFL



Month	Total circulation
May	293
June	313
July	151


6,347
items
in the collection


6
reference
questions
answered


35 e-books
borrowed

ILL
6 → RFL → 5

www.roxburyfreelibrary.org
was visited ? times in April 2018




0 Passes checked out
+ 0
Registered new patrons


284 active patrons.
81 Registered users of LUV


22
computer & wireless
uses

Hello Library Land!

I sent the information below to the Trustees list serv last week, and I thought it would be good to forward it to you as well.

Please feel free to reach out with questions.

New & Updated Laws Passed by the VT Legislature in 2018

Several new and updated laws were passed in the 2017-2018 legislative session, and a few of those laws affect the work of public libraries.

For a guide to all the laws that were passed and updated, check out Vermont Public Radio's website here: <http://digital.vpr.net/post/here-are-bills-scott-signed-and-ones-hes-run-clock-out>

Three laws specifically to look at:

- **Gender Neutral Bathrooms** (H.333 - "An act relating to identification of gender-free restrooms in public buildings and places of public accommodation"): <https://legislature.vermont.gov/assets/Documents/2018/Docs/ACTS/ACT127/ACT127%20Act%20Summary.pdf> – Any public restroom with a single stall/toilet must be “made available for use by persons of any gender.” Bathrooms designed with multiple stalls or for multiple users can still be labeled for one gender.
- **Job Applicants and Questions about Past Compensation** (H. 294 - "An act relating to inquiries about an applicant's salary history"): <https://legislature.vermont.gov/assets/Documents/2018/Docs/ACTS/ACT126/ACT126%20Act%20Summary.pdf> – This law prohibits employers from asking “a prospective employee's current or past compensation, requiring that a prospective employee's compensation satisfy certain criteria, or determining whether to interview a prospective employee based on his or her current or past compensation.”
- **Open Meeting Law** – There were a few updates/clarifications to Vermont's Open Meeting Law, including:
 - adding a definition to the Open Meeting Law and clarifying what activities do not constitute a meeting under the Open Meeting Law
 - establishing when a series of less-than-a-quorum communications to or among members of a public body is prohibited under the Open Meeting Law.
 - The Law as passed: <https://legislature.vermont.gov/assets/Documents/2018/Docs/BILLS/H-0910/H-0910%20As%20Passed%20by%20Both%20House%20and%20Senate%20Official.pdf>
 - Details:
 - Updated definition of “business”: “‘business of the public body’ means the public body's governmental functions, including any matter over which the public body has supervision, control, jurisdiction, or advisory power.”
 - Updated definition of “meeting”: “‘Meeting’ shall not mean a gathering of a quorum of a public body at a duly warned meeting of another public body, provided that the attending public body does not take action on its business.”
 - Another updated definition of “meeting”: “‘Meeting’ shall not mean occasions when a quorum of a public body attends social gatherings, conventions, conferences, training programs, press conferences, media events, or otherwise gathers, provided that the public body does not discuss specific business of the public body that, at the time of the exchange, the participating members expect to be business of the public body at a later time.”
 - Another updated definition of “meeting”: “‘Meeting’ shall not mean any communication, including in person or through e-mail, telephone, or teleconferencing, between members of a public body for the purpose of scheduling a meeting, organizing an agenda, or distributing materials to discuss at a meeting, provided that... no other business of the public body is discussed or conducted.”

Helpful resource from the VT League of Cities and Towns - Open Meeting Law FAQ's:
<https://www.vlct.org/sites/default/files/documents/Resource/Open%20Meeting%20Law%20FAQs.pdf>

I hope this information proves helpful. And please feel free to reach out to me with questions, requests, and resources to share.

Yours,
Lara

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