

Agenda_Packet_09-11-2018

Agenda

Roxbury Free Library
Board of Trustees' Meeting
September 11, 2018 at 17:30

- 1.0 Call to order
- 2.0 Additions/Postponements of Agenda Items
- 3.0 Consent Agenda
 - 3.1 Review and approval of minutes of 8/14/2018 meeting
 - 3.2 Review of Treasurer's report
 - 3.3 Library Director's report
- 4.0 Additions to agenda
- 5.0 Audience
- 6.0 Old Business
 - 6.1 Plan Celebration of Support for 10/13/2018 (potential date)
 - 6.2 Update on facilities projects (board approval of payment if completed by 9/11/2018 at 17:30)
- 7.0 New Business
 - 7.1 Library Director evaluation (executive session)
- 8.0 Future Meetings
 - 8.1 10/9/2018 next regular board meeting
- 9.0 Adjournment

Meeting Minutes

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

Present: Heidi Albright (Clerk), Jeanne Beckwith, Carl Ellis (Treasurer), Jane Pincus (Chair), Ryan Zajac (Library Director)

Absent: Don Breivogel Williams,

Audience: None

1.0 Call to order

The meeting was called to order at 17:35

2.0 Additions/Postponements of Agenda Items

None

3.0 Introduction of new board member Jeanne Beckwith

Clapping all around. No action taken.

4.0 Consent Agenda

4.1 Review and approval of minutes of 05/08/2018 meeting

4.2 Review of Treasurer's reports

The July 4th back sale made approximately \$150 in profits.

4.3 Library Director's reports

The library director reviewed some of the conversation with the VT. State Police early in the summer regarding neighborhood watch efforts. In June there were complaints about the unexpected closures on Tuesdays during July. Visitation dropped by roughly 40% during July with those closures. Roxbury children will be able to access the Kellogg Hubbard library with their MRPS student ID card at no cost starting this fall.

**To be approved at the next regular board meeting
Approved at the 09/11/2018 Meeting.*

A motion was made by Jane Pincus and seconded by Carl Ellis to accept the consent agenda. Vote: 4 yes, 0 abstentions, 0 no. Approved

5.0 Additions to agenda

None

6.0 Audience

None

7.0 Old Business

7.1 Confirm the board's future meeting schedule

The board discussed current members' schedules and confirmed the originally decided upon meeting schedule of monthly meetings on the 2nd Tuesday of each month at 5:30 in the RFL will continue to work. No action taken.

7.2 Update on facilities projects

Ryan Zajac shared an update on the two current facilities projects. Erik Wardle is set to begin the entryway project this week. The ramp repair work will hopefully be complete this month. No action taken.

7.3 Update on recent legislative action and RFL policy work

The board reviewed their recent policy work (BYLA-003) and bills from the recent legislative session that will impact the RFL. No action taken.

7.4 New Business

8.0 Discuss date for the 2018 Celebration of Support

The board discussed the event and said the weekends of October 13th or 20th are potential candidates for the event. No action taken.

8.1 Discuss and approve BYLA-002, Trustee's Calendar

The board discussed . No action taken.

8.2 Discuss RFL staffing, (executive session)

A motion was made by Carl Ellis and seconded by Heidi Albright to enter into executive session at 18:00 with an invitation to Ryan Zajac, library director, to discuss staffing at the RFL. Vote: 4 yes, 0 abstentions, 0 no. Approved

A motion was made by Jeanne Beckwith and seconded by Heidi Albright to exit executive session and return to open session at 18:30.

The board discussed the RFL's personnel policies and safety procedures.

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The library director will present the board with examples of more descriptive personnel policies. No action taken.

8.3 Future Meetings

9.0 9/11/2018 next regular board meeting

9.1 Adjournment

The meeting was adjourned at 18:43

Respectfully Submitted, Heidi Albright (Clerk)

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August 2018 By the Numbers: Roxbury Free Library

We installed some of our new wi fi access points in August and had 22 days to track usage of the network. In that time we had 61 different clients connect to and use the network. At the desk we recorded only 31 times the network was connected to during the whole month. We knew we were under reporting usage in the past, but now we know by how much, a lot!

118 visits




1.55 visitors per hour open

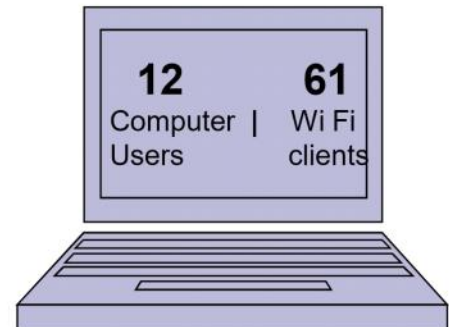
↑ 74%
since July

Summary Statistics of RFL



 6,401 items in the collection	 18 reference questions answered	 37 e-books borrowed	ILL 10 → RFL → 2
www.roxburyfreelibrary.org was visited ~270 times in August 2018			

 4 Passes checked out
 + 2 Registered new patrons
 286 active patrons. 81 Registered users of LUV



Library Operations Report

Upcoming Events and Meetings

- 9/17/2018 Adult Book Club
- 9/23/2018 Banned Books Week
- 10/5/2018 Rooted in Vermont gardening program in conjunction with NOFAVT.
- 10/28/2018 Dog Training program in conjunction with the Brown Public Library.

August Outreach

- In August the RFL hosted 2 programs (Swing Peepers Performance and Arts Bus stop) and meeting space for 0 meetings. Attendance in these events included 14 children and 10 adults.
- Effective September 1st we have the RFL open again on Wednesday mornings for 3 hours (8:00 – 11:00).
- We anticipate a 10/1/2018 mailing date for the next issue of the Newsy.

Miscellaneous

Erik Wardle completed his work in the entryway a few weeks ago. With board approval on the final touches we will potentially have the project wrapped up.

Bill Langley has finished most of the ramp repairs and is expected to have it complete in advance of the board meeting on the 11th.

RFL Service description

Almost weekly over the last month we've assisted different adult community members who are interested in building their reading skills. The individuals have ranged from 18 to over 50 years old and had a diverse set of motivations for spending more time with books.

Volunteers providing service in the last month

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