

# Agenda\_Packet\_01-08-2019

## **Agenda**

Roxbury Free Library  
Board of Trustees' Meeting  
January 8, 2019 at 17:30

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- 1.0 Call to order
- 2.0 Additions/Postponements of Agenda Items
- 3.0 Consent Agenda
  - 3.1 Review and approval of minutes of 12/11/2018 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 2019 Town Meeting and board member elections
- 7.0 New Business
  - 7.1 Summary of RFL programming
  - 7.2 Schedule board retreat
- 8.0 Future Meetings
  - 8.1 2/12/2019 next regular board meeting  
3/5/2019 Town Meeting
- 9.0 Adjournment

## Meeting Minutes

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

**Present:** Heidi Albright (Clerk), Jeanne Beckwith, Jane Pincus (Chair), Carl Ellis (Treasurer), 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 17:40

### 2.0 Additions/Postponements of Agenda Items

none

### 3.0 Consent Agenda

#### 3.1 Review and approval of minutes of 11/13/2018 meeting

#### 3.2 Review of Treasurer's report

#### 3.3 Library Director's report

A discussion of email newsletter formatting and potential changes in 2019 was had by the board.

A motion was made by Jeanne Beckwith and seconded by Carl Ellis to accept the consent agenda. Vote: 5 yes, 0 abstentions, 0 no. Approved

### 4.0 Additions to agenda

None

### 5.0 Audience

none

### 6.0 Old Business

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

**6.1 Discuss Personnel Policy PERS-001**

The board discussed the draft policy. Jane Pincus indicated she would like to see some of the forms associated with the procedures for the implementation of this policy. Jeanne Beckwith suggested some grammatical changes to the draft section IV. A motion was made by Carl Ellis and seconded by Heidi Albright to accept PERS-001 with the grammatical changes identified in Section IV.. Vote: 4 yes, 0 abstentions, 0 no. Approved

**6.2 Finalize proposed FY20 budget**

The board discussed options for what changes to the phone and DSL service at the RFL may look like. The discussion concluded with the move to budget for upgrading the DSL speed to 50mb (adding ~\$1,000 to the operating budget). The total operating budget is expected to be ~\$33,059. A motion was made by Carl Ellis and seconded by Jeanne Beckwith to prepare an article requesting the voters of Roxbury approve \$30,800 dollars for the library board to manage the RFL. Vote: 5 yes, 0 abstentions, 0 no. Approved

**7.0 New Business**

**7.1 Discuss board seat vacancies for Town Meeting 2019**

The board discussed elections for Town Meeting 2019. Heidi Albright, Jeanne Beckwith, and Donald Breivogel-Williams will need to run for their seat at Town Meeting 2019. They will be responsible for reaching out to Tammy and getting the form to collect signatures. No action taken.

**7.2 Discuss gift baskets for RVS families.**

The board discussed the plan for gathering gifts for a local family this holiday season. Those in attendance agreed to collect the gifts suggested by the family requesting assistance. Gifts will be delivered to the RFL no later than 12/20/2018 to allow Ryan time to deliver them to the school. No action taken.

**8.0 Future Meetings**

**8.1 1/8/2019 next regular board meeting**

**9.0 Adjournment**

The meeting was adjourned at 18:51

Respectfully Submitted, Heidi Albright (Clerk)

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

# Library Operations Report

## Upcoming Events and Meetings

- 1/9/2019 RVS Class visit
- 1/21/2019 Adult Book Club meeting.
- Armchair travel series by month's end or early February

## December Outreach

- In December the RFL hosted 3 programs and meeting space for 1 meeting (Holiday Pottery, Children's book distribution, RVS class visit, and Roxbury Adult Book Club). Attendance in these events included 48 children and 15 adults.
- Heidi Albright and Courtney Jenkins helped to produce our most elaborate Newsy to date. The latest issue should be in Roxbury residents' mailboxes the 1<sup>st</sup> week of January.
- I have drafted the RFL annual reports for both the Roxbury Town Report and VT DOL Annual Report of Public Libraries.

## Miscellaneous

- I don't have much to report about operations this past month.
- So, I will report we ran mostly status quo in December and things seemed to be in good order. We buttoned up some collection and cataloging work and our total collection is now close to 6,700 items. With the exception of the final touches in the Eckfeldt nook and a valiant battle against the persistence ice on the ramp, facilities have been largely quiet as well.

## RFL Service description

- Response from a child at the December 2016 book distribution: "Thank you for my new favorite book!". Thank you to the RFL board for continuing to support the children's book donations despite losing our federal grant money several years ago.

## Volunteers providing service in the last month

- Heidi Albright
- Joan Leary
- Courtney Jenkins
- Caitlyn Santi
- Hannah Zajac

# December Roxbury Free Library

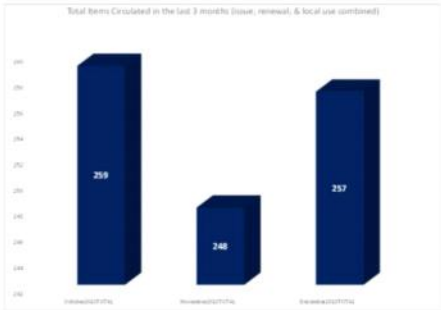
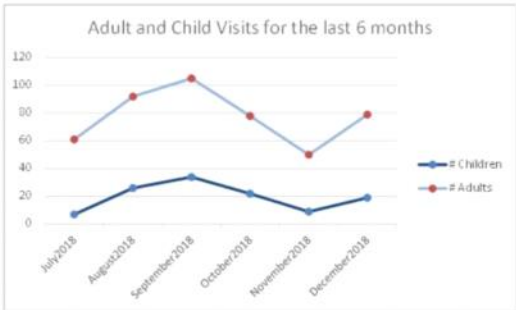
December was a little busier than we expected - a nice holiday surprise! More people through the door meant more questions to answer. The 21 reference questions handled at the desk was 3 times the number handled the month earlier. *Please note, I mistakenly presented the inverted number of visits for November (59 was the total number of visits and not 95).*





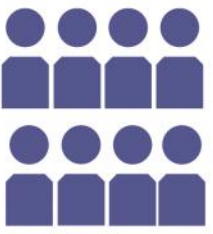
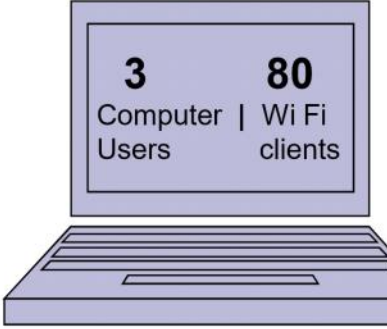

## 88 visits

1.29 visitors per hour open

↑ 66%  
since November

### Summary Statistics of RFL



 <b>6,690</b> items in the collection	 <b>21</b> reference questions answered	 <b>35</b> e-books borrowed	<b>ILL</b> 7 → RFL → 1
 <b>www.roxburyfreelibrary.org</b> was visited ~76 times in December 2018			
 <b>2</b> Passes checked out + <b>0</b> Registered new patrons		 <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> <b>3</b> Computer Users   <b>80</b> Wi Fi clients                 </div>	
 <b>295</b> active patrons. <b>83</b> Registered users of LUV			

## Trustees and terms:

Seat	Name	Position	Length	Elected	Run	Next Run	Next Run	Next Run
1	Pincus	Chair	3	2017	2020	2023	2026	2029
2.0	Flanagan	Vice	3	2017	2020	2023	2026	2029
2.1	Beckwith	Appointed in 2018; replacing 2.0	3	2018	2019	2020	2023	2026
3	Albright	Clerk Appointed in 2018	3	2018	2019	2020	2023	2026
4	Williams	Appointed in 2018	3	2018	2019	2022	2025	2028
5	Ellis	Treasurer	3	2015	2018	2021	2024	2027
	Vice	Sargent of Arms						