

# Agenda\_Packet\_02-12-2019

## **Agenda**

Roxbury Free Library  
Board of Trustees' Meeting  
February 12, 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 1/15/2019 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 Discuss fundraising raffle
  - 7.2 Discuss and plan board retreat theme
- 8.0 Future Meetings
  - 8.1 3/5/2019 Town Meeting
  - 3/12/2019 next regular board meeting
  - 4/4 and 4/11 VT. Town Officers Education Conference
- 9.0 Adjournment

## Meeting Minutes

### Roxbury Free Library Board of Trustees' Meeting January 15, 2019 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 17:45

#### 2.0 Additions/Postponements of Agenda Items

Heidi Albright asked to add a discussion about the RFL logo.

#### 3.0 Consent Agenda

##### 3.1 Review and approval of minutes of 12/11/2018 meeting

##### 3.2 Review of Treasurer's report

No questions were raised about the Treasurer's report. The RFL budget is on target for the half-way mark of the fiscal year.

##### 3.3 Library Director's report

The RFL has been busy for this time of year. Scott Murphy is stepping down from his role as the State Librarian effective immediately. The director shared several updates regarding RFL management. A new volunteer will be starting next week plus the RFL is working on getting setup as a designated volunteer site for Norwich University students. Staff will be advertising for a librarian substitute candidate within the next month.

A motion was made by Carl Ellis and seconded by Jane Pincus to accept The Consent Agenda. Vote: 4 yes, 0 abstentions, 0 no. Approved

#### 4.0 Additions to agenda

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

The board agreed the RFL Logo that made its first public appearance in the last issue of the Newsy is one they are happy with and it is good to go.

**5.0 Audience**

None

**6.0 Old Business**

**6.1 2019 Town Meeting and board member elections**

The board discussed the deadline for getting a name on the petition. The ideal candidate is one who is willing to advocate and support the RFL. A write-in campaign will be a possible plan also.

**7.0 New Business**

**7.1 Summary of RFL programming**

The board discussed some of the upcoming programs at the RFL (Travelogues, VT Trivia night, Winter Sports programming). No action taken.

**7.2 Schedule board retreat**

The board discussed scheduling their annual retreat. The general consensus was that a May date would be better for all. The director expressed that retreats have become a little stagnant and we could be more effective with retreat discussions leading to actions and outcomes. Inviting a guest speaker and actively inviting community members was discussed and considered a good idea.

**8.0 Future Meetings**

- 8.1 2/12/2019 next regular board meeting**
- 3/5/2019 Town Meeting**

**9.0 Adjournment**

The meeting was adjourned at 18:32

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

- 2/6/2019 RVS Class visit
- 2/12/2019 Adult Book Club meeting.
- 2/13/2019 RVS Class visit
- RFL closed on 2/27 and 3/5 2019

## January Outreach

- In January the RFL hosted 0 programs and meeting space for 1 meeting (Social Services meeting). Attendance in these events included 0 children and 2 adults.
- The RFL logo is now up on the website, submitted with our annual report, and in newsletters. We're getting it out and visible.
- We investigated running a story hour session this winter and spring but did not find any local families who were interested in attending.

## Miscellaneous

- I would be happy to share the full report that was submitted to VTDOL about our FY18 operations. Please let me know and I'll send it along. At some point in the next few months all VT library's annual reports will be available on the VTDOL website.
- We have heard no news about a designation for the replacement VT. State librarian.

## RFL Service description

- Note from another library after I shared our recently adopted personnel policy for them to use as a template. "Thank you so much for sending this along." Good work board!

## Volunteers providing service in the last month

- Adrienne Bushway
- Bill Cecil
- Cheryl Chittick
- Susan D'Amico
- Joan Leary
- Judy Lusk
- Courtney Jenkins
- Caitlyn Santi
- Hannah Zajac

# January Roxbury Free Library

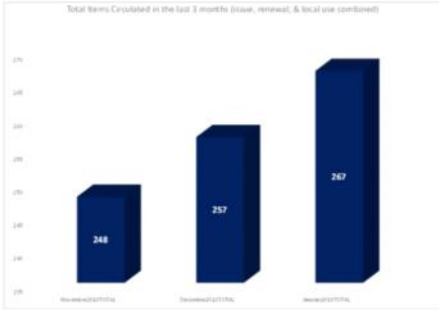
Let the January numbers go to show that there are not always clear trends at the library. Despite a slightly slower month in terms of visits, we moved more materials out the door to patrons in January. No month is ever quite the same!






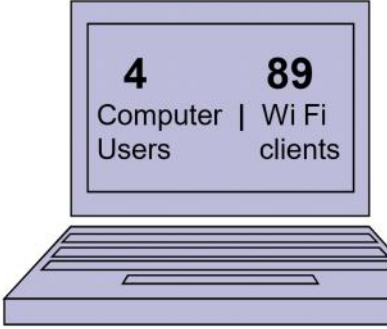

## 87 visits

1.15 visitors per hour open

↓ **11%**  
since December

### Summary Statistics of RFL



 <b>6,763</b> items in the collection	 <b>15</b> reference questions answered	 <b>30</b> e-books borrowed	<b>ILL</b> 9 → <b>RFL</b> → 6
 <b>www.roxburyfreelibrary.org</b> was visited ~145 times in January 2019			
 <b>1</b> Passes checked out  <b>+ 0</b> Registered new patrons	 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <b>4</b> Computer Users   <b>89</b> Wi Fi clients         </div>		
 <b>295</b> active patrons. <b>83</b> Registered users of LUV			