

Agenda_Packet_03-12-2019

Agenda

Roxbury Free Library
Board of Trustees' Meeting
March 12, 2019 at 17:30

- 1.0 Call to order
- 2.0 Board reorganization
 - 2.1 Appoint board officers
 - 2.2 Confirm board meeting schedule
 - 2.3 Designate approved posting locations
- 3.0 Additions/Postponements of Agenda Items
- 4.0 Consent Agenda
 - 4.1 Review of minutes of 2/19/2019 meeting
 - 4.2 Review of Treasurer's report
 - 4.3 Review of Library Director's report
- 5.0 Additions to agenda
- 6.0 Audience
- 7.0 Old Business
 - 7.1 Plan for annual board retreat
- 8.0 New Business
 - 8.1 Review MISS-002-Mission Statement
- 9.0 Future Meetings
 - 9.1 4/9/2019 next regular board meeting
 - 9.2 4/4 and 4/11 VT. Town Officers Education Conference
- 10.0 Adjournment

Meeting Minutes

Roxbury Free Library
Board of Trustees' Meeting
February 19, 2019 at 17:30

Present: Heidi Albright (Clerk) arrived at 17:45, Jeanne Beckwith, 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 17:30

2.0 Additions/Postponements of Agenda Items

None

3.0 Consent Agenda

3.1 Review and approval of minutes of 1/15/2019 meeting

3.2 Review of Treasurer's report

The board had no concerns or questions with the Treasurer's report that was presented.

3.3 Library Director's report

The Library Director shared his report and updated the board on some of the scheduled upcoming programs and events. RFL operations have largely been status quo over January.

A motion was made by Jeanne Beckwith and seconded by Carl Ellis to accept the consent agenda which include: the minutes of 01/15/2019; Treasurer's report; and Library Directors report. Vote: 3 yes, 0 abstentions, 0 no. Approved

4.0 Additions to agenda

None

**To be approved at the next regular board meeting
Approved at the 03/12/2019 Meeting.*

5.0 Audience

None

6.0 Old Business

6.1 2019 Town Meeting and board member elections

The board discussed the seats open this election cycle, the duration of each term, and the candidate for each seat. No action taken.

7.0 New Business

7.1 Discuss fundraising raffle

The board discussed whether or not to hold the annual Green Up Day raffle in 2019. The consensus was to move forward with the raffle which will begin at Town Meeting. Each board member is free to choose the items they wish to raffle off. Jane will make signage for the raffle items. No action taken.

7.2 Discuss and plan board retreat theme

The board discussed options for the retreat which will be held in May after the new board is reorganized in April and possibly after the VLA and Trustees conference. Community engagement was a theme the board was interested in pursuing. Paul Costello at VCRD was mentioned as a resource for speakers on the topic. Ryan will reach out to him to start arranging for a speaker at the retreat. No action taken.

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

The meeting was adjourned at 17:31

Respectfully Submitted, Ryan Zajac (Acting clerk)

**To be approved at the next regular board meeting
Approved at the 03/12/2019 Meeting.*

Library Operations Report

Upcoming Events and Meetings

- 3/6/2019 VHC Carpool
- 3/11/2019 Book Club
- 3/9; 3/16; 3/21 Travelogue
- 3/20 RVS Class visit (tentative)
- 3/21 VINS Program

February Outreach

- In February the RFL hosted 1 program and meeting space for 1 meeting (RVS Classroom visit, Adult Book Club). Attendance in these events included 7 children and 7 adults.
- The RFL logo is now up on our OPAC and is visible every time someone uses our computer catalog.
- The next issue of the Newsy is expected to be in the mail by 4/1/2019

Miscellaneous

- Fire extinguishers in the RFL were tested and recharged last month.
- At the board's request we have begun investigating resources and facility modifications we can make at the RFL to make ourselves more responsive on the topic of drug use and overdoses. No action has been taken and we will report back to the board our suggestion for the RFL.
- In 2019 the Billings Farm changed their library attraction pass program and we are being charged \$200 more than last year if we want to offer that pass to patrons. In light of this dramatic change, we are potentially considering to make a request to the board to use F.O.L. funds to support the attraction pass collection. We've recently reached out to patrons requesting input on preferences of institutions and will look at circulation history of the passes we offer before making any proposals to the board.

RFL Service description

- With several travelogues on the schedule this month, we will highlight that we somewhat regularly provide travel information and books to patrons which undoubtedly saves some money and makes trips more fun.

Volunteers providing service in the last month

- Adrienne Bushway
- Joan Leary
- Caitlyn Santi
- Hannah Zajac

February Roxbury Free Library

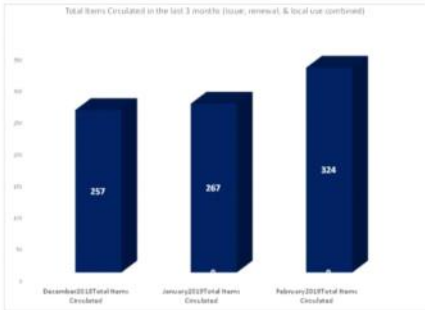
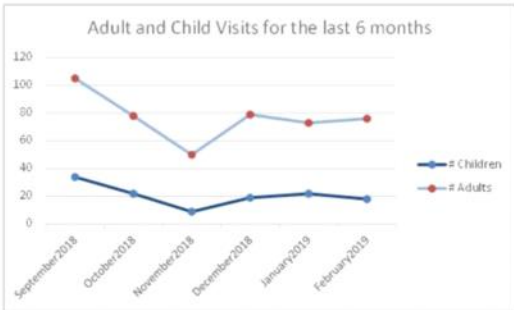
Despite nearly identical visitation between Jan. and Feb., we managed to hit some milestones in Feb. For the 1st time since we've been able to track the info we reached the triple digit mark for devices connecting to our wi fi network. We are on the verge of surpassing 300 registered patrons after picking up 4 new ones last month. Exciting news for the middle of winter

94 visits

1.24 visitors per hour open

↓ **1%**
since January

Summary Statistics of RFL




6,800
items
in the collection


29
reference
questions
answered

 **46** e-books
borrowed

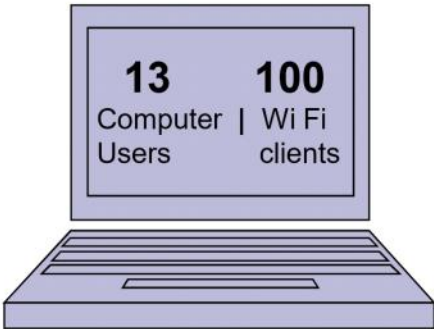
ILL
6 → **RFL** → 5

www.roxburyfreelibrary.org
was visited ~115 times in February 2019




5 Passes checked out
+ 4
Registered new patrons

 **299** active patrons.
83 Registered users of LUV


13 Computer Users | **100** Wi Fi clients