

Agenda_Packet_02-11-2020

Agenda

Roxbury Free Library
Board of Trustees' Meeting
February 11, 2020 at 17:30

- 1.0 Call to order
- 2.0 Additions/Postponements of Agenda Items
- 3.0 Consent Agenda
 - 3.1 Review of minutes of 1/14/2020 meeting
 - 3.2 Review of Treasurer's report
 - 3.3 Review of Library Director's report
- 4.0 Additions to agenda
- 5.0 Audience
- 6.0 Old Business
 - 6.1 None
- 7.0 New Business
 - 7.1 Town Meeting preparations (Seed distribution plans, Raffle fundraiser, etc...)
 - 7.2 Discussion of potential FOL projects
- 8.0 Future Meetings
 - 8.1 3/3/2020 Town Meeting
3/10/2020 next regular board meeting
- 9.0 Adjournment

Meeting Minutes

Roxbury Free Library Board of Trustees' Meeting January 14, 2020 at 17:30

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

Absent: None

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 Consent Agenda

3.1 Review of minutes of 12/10/2019 meeting

Minutes of 12/10/2019 were reviewed and accepted.

3.2 Review of Treasurer's report

Treasurer's report was reviewed and accepted.

3.3 Review of Library Director's report

In addition to the monthly report, the library director shared some of the highlights from 2019 that have been submitted for the Annual Town Report and VTDOL Annual Report. RFL highlights for 2019 included 8% increase in visitation, 11% increase in circulation, and 48% increase in program and meeting attendance. Library Director's report was reviewed and accepted.

A motion was made by Jeanne Beckwith and seconded by Ed Carney to accept the consent agenda which include the: minutes of 12/10/2019,

**To be approved at the next regular board meeting
Approved at the 00/00/202x Meeting.*

Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved

4.0 Additions to agenda

None

5.0 Audience

None

6.0 Old Business

**6.1 Finalize plan for seed distribution at Town Meeting
(3/3/2020)**

The board discussed the plan for their seed giveaway on Town Meeting. Ed Carney will confirm with the Selectboard or Elections Officials the best location for the display to be placed along the pathway of the voter's entrance and exit to the polls. Jeanne Beckwith will take the lead on preparing seed packets for distribution. The Library Director will prepare handouts about upcoming RFL programs to accompany the seed packets. No action taken.

7.0 New Business

**7.1 Word and approve warnings for Town Meeting
Warning**

A motion was made by Jane Pincus and seconded by Heidi Albright to submit the same exact warnings from Town Meeting 2019 (including a level-funded town allocation of \$30,800). Vote: 5 yes, 0 abstentions, 0 no. Approved

7.2 Submit names of trustees running for election

The board discussed upcoming board elections in March. Heidi Albright, Ed Carney, and Jane Pincus are in seats that expire and will begin new 3-year terms starting in March 2020. No action taken.

7.3 Executive session to discuss a personnel matter.

A motion was made by Jane Pincus and seconded by Heidi Albright to enter into executive session at 18:04 to discuss a personnel matter. Vote: 5 yes, 0 abstentions, 0 no. Approved

A motion was made by Carl Ellis and seconded by Jeanne Beckwith to exit executive session and return to open session at 18:21. Vote: 5 yes, 0 abstentions, 0 no. No action taken.

8.0 Future Meetings

**To be approved at the next regular board meeting
Approved at the 00/00/202x Meeting.*

8.1 2/11/2020 next regular board meeting
Carl Ellis requested the 02/11/2020 agenda include time to
discuss a fundraising raffle for Town Meeting 2020.

9.0 Adjournment

The meeting was adjourned at 18:24

Respectfully Submitted, Heidi Albright (Clerk)

**To be approved at the next regular board meeting
Approved at the 00/00/202x Meeting.*

Library Operations Report

Upcoming Events and Meetings

- Feb. 10th Roxbury Adult Book Club
- Feb. 20th Playscript readings
- Feb. 26th and Mar. 3rd RFL closed
- Mar. 3rd Town Meeting

January Outreach

- In January the RFL hosted 3 programs (RVS Classroom visit and Winter Sports program readings) and meeting space for 1 meeting (Adult Book Club). Attendance in these events included 26 children and 12 adults.
- We were able to get setup with ABLE library to again circulate rotating collections of large print reading materials in the RFL. It's been a few years since we were able to work with them and offer a similar service.

Miscellaneous

- Lisa Mercurio began orientation as the Assistant director and working the circulation desk in January.
- Debra Rogler has been coming in almost weekly and preparing our realia collection for circulation. We expect to have the catalog binder prepared for Town Meeting day.
- On the agenda for today is time to discuss potential FOL projects. I am going to propose we consider implementing a couple of small projects in the near future. My suggestions would include: the creation of a gift to honor Joan Leary's service; a portrait project of past RFL librarians; a display board of current RFL mission statement and trustees; and finally, start exploring the options for new desk and table spaces in the RFL (in conjunction with the realia project).
- Please remember, the VT. Certified Public Managers Program has created a survey to assess public opinion about VT. Libraries. The survey has been posted to every town's Front Porch Forum page. I included a link below to the survey. The survey will inform the VTDOL long-term plans and may be relevant to any legislation proposed in this year's legislative session.

RFL Service description

- Community member: "I think you're doing a fantastic job at the RFL; there is always new materials and events happening."

Volunteers providing service in the last month

- Carol Edwards
- Sally Kirn
- Debra Rogler
- Boo Smith

Trustee Meeting held - February 11th 2020

REPORT
January 2020

<https://forms.office.com/Pages/ResponsePage.aspx?id=O5O0IK26PEOcAnDtzHVZxgbi mh5GuWIEr7MDwYZIIP9UOTEyMEEyRVdDODVFQ040MEs0RVJZUTdaWi4u>

January by the numbers Roxbury Free Library

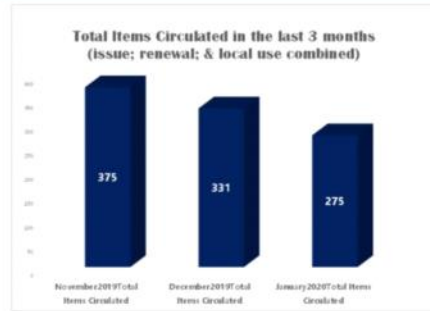
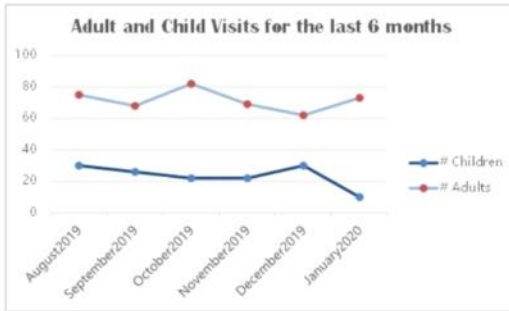
Highlights for January 2020 would be that we circulated the 2nd highest number of e-materials as we have since 2011 (May 2017 saw 98 e-material circulations compared to January's 82). Despite having more adult visits last month than in Dec., we saw only a 1/3 as many children in that same time frame resulting in an overall decline in visitation between the months.

83 visits

1.03 visitors per hour open


↓ **10%**
since December

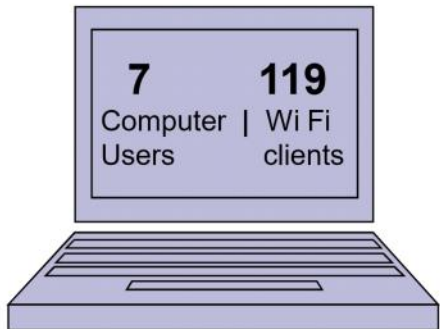
Summary Statistics of RFL



 7,323 items in the collection	 27 reference questions answered	 82 e-books borrowed	ILL 6 → RFL → 6
www.roxburyfreelibrary.org was visited ~135 times in January 2020			

 0 Passes checked out + 0 Registered new patrons
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 329 active patrons. 89 Registered users of LUV
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7	119
Computer Users	Wi Fi clients