

Agenda_Packet_03-10-2020

Agenda

Roxbury Free Library
Board of Trustees' Meeting
March 10, 2020 at 17:30

- 1.0 Call to order
- 2.0 Additions/Postponements of Agenda Items
- 3.0 Election of board officers
- 4.0 Consent Agenda
 - 4.1 Review of minutes of 2/25/2020 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 None
- 8.0 New Business
 - 8.1 Review of MISS-002 - Mission Statement
- 9.0 Future Meetings
 - 9.1 4/14/2020 next regular board meeting
- 10.0 Adjournment

Meeting Minutes

Roxbury Free Library
Board of Trustees' Meeting
February 25, 2020 at 17:30

Present: Heidi Albright (Clerk), Jeanne Beckwith (Vice Chair), Ed Carney, Carl Ellis (Treasurer) arrived at 17:42, 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 1/14/2020 meeting

The minutes of 01/14/2020 were reviewed and accepted.

3.2 Review of Treasurer's report

Treasurer's report was reviewed and accepted. Carl Ellis shared with the board that one of the pages (Expenses) of his report submission to the Town Report was not printed in the actual report. He will ensure that there are additional copies available at Town Meeting.

3.3 Review of Library Director's report

Library Director's report was reviewed and accepted. The report included more confirmed programming for March 2020 as well as praise for the new Assistant Director, Lisa Mercurio.

A motion was made by Ed Carney and seconded by Jane Pincus to accept the consent agenda which include the: minutes of 01/14/2020,

**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 None

7.0 New Business

7.1 Town Meeting preparations (Seed distribution plans, Raffle fundraiser, etc...)

The board discussed Town Meeting 2020 preparations. Ed Carney and Jeanne Beckwith will work together to create the actual packets to be distributed. Ed Carney suggested having a signup sheet for individuals to leave their contact info so they could be notified of future library events (he will prepare one for Town Meeting day). Board members brainstormed potential raffle fundraiser ideas. Carl Ellis will bring tickets, Jane Pincus will bring signage for the raffle. Some of the raffle items considered were: food basket (Jane); Dorman farm chickens (Carl); Sweet Fern Tea basket (Heidi); Cooking Class (Ed); Beekeeping classes (Ryan); Heidi Albright will work on positive outreach for the 2020 budget. No action taken.

7.2 Discussion of potential FOL projects

The library director shared an overview of some of the small projects being considered for this spring. He had approached Josh Axelrod Photography about frames for these projects and got a positive response. The board discussed the 3 projects, which included: a shadow box honoring Joan Leary's service; A portrait collection of all the past RFL librarians; a framed display for the RFL mission, current and past Trustees. No action taken.

8.0 Future Meetings

8.1 3/3/2020 Town Meeting

3/10/2020 next regular board meeting

9.0 Adjournment

The meeting was adjourned at 18:31

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

Respectfully Submitted, Heidi Albright (Clerk)

DRAFT

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

Library Operations Report

Upcoming Events and Meetings

- Mar. 10th First visit by Bridges Afterschool program
- Mar. 16th Roxbury Adult Book Club
- Mar. 28th Letterboxing 101 with Elizabeth Milne
- Apr. 29th & May 14th Information Sources & Services training with VTDOL
- May 2nd Green Up Day
- May 28th VLA Conference

February Outreach

- In February the RFL hosted 4 programs (VT. History Trivia Bowl, Playscript Readings, RVS Classroom visit and RVS Winter Sports program readings) and meeting space for 1 meeting (Adult Book Club). Attendance in these events included 15 children and 20 adults.
- We have flyers up in the RFL and have added a post to our website dedicated to factual and informative resources on COVID-19.
- We are preparing for the April 1st edition of the Newsy.

Miscellaneous

- As of 3/4/2020 Debra Rogler has cataloged the vast majority of materials we currently have in our realia collection. We will get the catalog binder finished soon and begin work on growing the collection in deliberate directions. I hope to get feedback from the board at the March meeting on levels of financial support for our next steps.
- There are two library related bills in the VT Legislature right now. S281 is intended to create a study group to examine and report on the VT Library landscape and H722 is intended to update language in the statute s related to VTDOL. Both bills are linked here: [S281](#) and [H722](#).
- I have been in conversation with the Brown Public Library children's librarian and am expecting to jointly schedule a comic book workshop for early August. I will be submitting an application for grant funds to cover the cost of the program. The program will likely conclude the children's summer reading activities.

RFL Service description

- We haven't done much in the way of tax filing assistance yet in 2020, but we have recently helped patrons work on social security claims.

Volunteers providing service in the last month

- Carol Edwards
- Debra Rogler
- David Larcomb

February by the numbers Roxbury Free Library

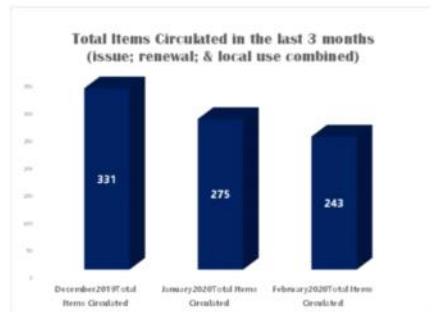
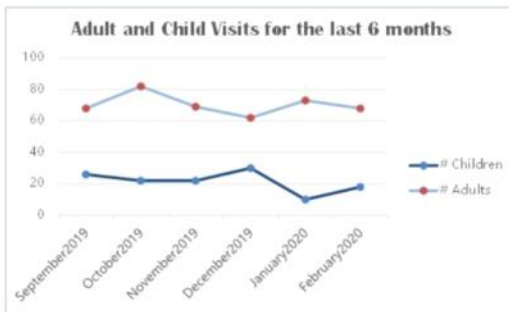
No real clear trends stand out for February 2020. We saw some increases and decreases across all of our circulation and visitation statistics.




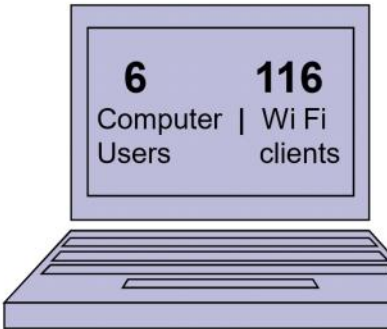

86 visits

1.13 visitors per hour open

↑ 4%
since January

Summary Statistics of RFL



 <p>7,334 items in the collection</p>	<p>? 7 reference questions answered</p>	 <p>59 e-books borrowed</p>	<p>ILL 10 → RFL → 5</p>
 <p>1 Passes checked out + 1 Registered new patrons</p>		 <p>6 Computer Users 116 Wi Fi clients</p>	
 <p>330 active patrons. 89 Registered users of LUV</p>			

www.roxburyfreelibrary.org
was visited ~83 times in February 2020

ID	Title	Frequency	Last Revision
MISS-002	Mission Statement	Annually	03-12-2019

**Roxbury Free Library
Mission Statement**

Our mission is to develop and nourish the spirit and imagination of all individuals in our community. We will provide free access to library services, programs, resources, and information. We strive to keep our library relevant to all with the vision of enhancing our town and its place in the world.

Date of adoption 03-12-2019

Record of Adoption

Approved 5
 Abstentions 0
 Opposed 0