

**ROXBURY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
FEBRUARY 12, 2016  
MINUTES**

**CALL TO ORDER:**

Cynthia Newby, Chairwoman, called the meeting to order at 5:11 P. M.

Board of Trustees Present: Cynthia Newby, Joan Stracks, Alan Johnson, Kerri Arsenault, Pam Southworth, George Feifer, Mari Frohne and Meg Mongin

Library Director: Teresa Roxburgh

Friends: Arlene Kershner

**Approval of Minutes**

C. Newby

January 11, 2016

A motion was made to approve the minutes of the January 11, 2016 meeting. Motion by Kerri Arsenault, seconded by Meg Mongin and carried unanimously.

January 25, 2016

A motion was made to approve the minutes of the January 25, 2016 meeting. Motion by George Feifer, seconded by Joan Stracks and carried unanimously.

**Consent Agenda Reports for February 2016**

Treasurer's Report

P. Southworth

Director's Report

T. Roxburgh

Building & Grounds Committee

P. Southworth

Friends Report

A. Kershner

Campus Inventory Sub-C

M. Mongin/J. Stracks

The reports included on the consent agenda were distributed via e-mail. (see attached)

**Regular Oral Reports**

Art Report

M. Frohne

Distributed and reviewed.

Hodge Committee

M. Frohne/K. Arsenault

Distributed and reviewed.

Programming/Publicity committee

T. Roxburgh

The screening of the Oscar movies has been ongoing. The group is looking forward to the Sonnet program at the Hodge, which will take place on Valentines Day. In March, the seed lending library will kick-off. The grant application for Healthy Communities has been submitted. The summer reading kick-off will take place June 25th with a 2.5 mile run and 1 mile walk at the park in conjunction with the Roxbury Road Races. Cynthia Newby suggested that the Library connect with the garden tours taking place that day. Anne Leary is scheduled to come to the Library to discuss her new book on June 24th. Currently, a writing workshop held by Kerri Arsenault is in progress.

Fundraising: Grant Sub-C

T. Roxburgh

A meeting of the Grant Sub Committee will occur next month. A copy of the grant application to CCF will be circulated by Teresa Roxburgh.

George Feifer discussed a capital campaign for technology. CCF has another grant cycle coming up, which includes technology opportunities. It was agreed that the Library should have an IT plan for this proposal. CCF looks fondly upon mutual contributions; therefore, a capital campaign will be a favorable asset to the grant application. Cynthia Newby noted that the Library may not be getting the best use of Diebold room and the Library may want to consider technology based seating in that area. Alan Johnson suggested that the Library seek donors for specific gifts for databases such as 'ancestry.com.

**Action Agenda**

Building & Grounds Report #3

A. Johnson

Alan Johnson reported that he received quotes for the finishing of the back wall of the building and the expected cost is to be about \$3,500. This work can be done toward the end of March. Pam Southworth noted that

they would like to have this project completed and invoiced by the end of June. He will go forward and obtain formal bids.

A motion was made to approve an expenditure not to exceed \$3,500 for the refinishing of the western exterior wall of the Library. Motion by Pam Southworth, seconded by Joan Stracks and carried unanimously.

**Postcard Mailing for Emails**

C. Newby

George Feifer discussed increasing the Library's e-mailing list. It was determined that a postcard be mailed to the community encouraging and advising of ways to be added to the e-mail listing. The card will include some of the recent events, hours and contact information for the Library. The members will send further suggestions to Teresa Roxburgh regarding what should be included on the postcard. Approx 160 people are currently on the e-mail list. The Board's goal is to have a minimum of 1000 e-mails.

**Privacy and Confidentiality Policy**

T. Roxburgh

Teresa Roxburgh reported that this policy was very brief. It included record keeping and law enforcement requests. She added additional language regarding the computer policy, reference questions and e-mails. She explained that the Library does not retain any patron information other than library card information. There is an option under account preferences where each patron can privately keep a list of what they have taken out from the Library.

**Circulation Policy**

T. Roxburgh

This policy was updated to note that library cards expire every 3 years. Language was added regarding DVDs, CDs, proof of residency and required ID to obtain a library card.

A motion was made to accept the Privacy and Confidentiality Policy and the Circulation Policy as amended. Motion by Joan Stracks, seconded by Meg Mongin and carried unanimously.

**Other Business - N/A**

**Strategic Discussion**

SPlan refined outline, environmental scan document, timeline, and tentative work process, and subcommittee Assignments

C. Newby

Cynthia Newby reminded the group that a meeting was held January 25th regarding a Strategic Plan for the Library. The Board agreed that this was a relevant and important exercise. The community's needs and technology are both very important part of the process. George Feifer, Joan Stracks, and Meg Mongin felt that the original session was very beneficial.

Mari Frohne was seated at 5:05 p.m.

The refined outline document was distributed and reviewed. Cynthia Newby contacted the highly regarded strategic plan consultant, Maxine Bleiweis, who advised that \$4,500 will allow for three days of consulting. The group agreed they would like certain deliverables along with such a fee. It was suggested that some top donors be contacting for possible financial help with this endeavor. Additionally, the group will research whether CCF funding may be available for this project. Due to the considerable importance of the strategic plan to the library and the Town of Roxbury, the group unanimously agreed to employ an outside consultant for strategic planning.

**Adjournment**

C. Newby

A motion was made to adjourn at 5:40 P.M. by Joan Stracks, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,  
**Tai Kern**  
Tai Kern, Secretary



# TREASURER'S REPORT

Meeting: Feb 8, 2016

Statement as of January 31, 2016

## **HODGE**

Hodge Checking Account	\$4,423
Hodge Savings/Endowment (S. Bernstein Account)	<u>\$362,415</u>
<b>TOTAL</b>	<b>\$366,838</b>

## **MINOR**

*Minor Checking Account	\$32,674
Minor Savings/Endowment (S. Bernstein Account)	<u>\$586,570</u>
<b>TOTAL</b>	<b>\$619,244</b>

**TOTAL BERNSTEIN SAVINGS/ENDOWMENT** **\$948,985**

**LIBRARY GRAND TOTAL** **\$986,082**

\*Note: Contemplation Garden and Walkway Fund are now included in the Minor Checking account but will continue to be tracked separately. The standalone checking account for these funds was closed due to bank fees.

Respectfully Submitted,  
Pam Southworth

**Minor Memorial Library  
Director's Report  
January, 2016**

**Collection:**

- In January we continued weeding the Children's area. It's a slow process made a little slower by the lack of storage for our discarded books in the basement.
- No other significant changes occurred with the collection this month.

**Collection as of Jan. 1, 2016**

Adult fiction	11,061
Adult non-fiction	12,127
Reference	864
Junior fiction	7,529
Junior Non-fiction	4,581
Video/DVD	3,521
Audio books	1,118
Music CDs	1,119
Equipment	1
Museum Passes	<u>13</u>
TOTAL	42,003

**Personnel/Volunteers:**

- Maureen began shelf reading in the biographies. That will probably be our next area of weeding.
- A HUGE thank you to Connie for helping Paula this month with the prep for our first Gadget and Gizmos science program as well as Take Your Child to the Library Day.
- Silky was away the whole month
- Sarah's leave of absence began in early January. She'll be back at the beginning of March. While away she has been working on putting together a "Healthy Communities" grant for the summer.

**Meetings/Workshops:**

- I attended a New Director's meeting on the 12th

**Bibliomation/Automation/Tech:**

- We got our copy machine hooked up to the network. All of our computers (staff and public) can now print to it. Although we still need to pay per copy, we hope that this cuts down on the price of ink.
- Tom Sweda of Bibliomation gave his approval for our plan to replace two computers a year due to obsolescence.
- Charter has cancelled our free Wi-Fi account and have told us that we qualify to have free cable since we are an educational institution. We will be paying for a business WiFi account and installing cable in the community studio in February.

### Adult Services and Programming:

- Before Sarah left on her leave of absence she planned out several programs for us including: Meditative coloring – 5, Judith Wyer opening – 62, James McDonald documentary – 55 (a very popular and well-received program), Oscar film screenings on Thursday and Fridays (The Martian – 18, Straight Outta Compton – 19, Mad Max – 8, Cinderella – 7), and two book discussions-11 and 12
- Sarah and I worked on a grant application to enhance our summer reading program. We have several wonderful health and wellness programs lined up. We will be working with the Senior Center, the Recreation Commission, and the Roxbury Road Race.

### Children's Services:

- Paula has been busy prepping for the start of our monthly STEAM-related children's programs. Her first one, held on the 30<sup>th</sup> was a huge success.
- Coming up on February 6<sup>th</sup> is Take Your Child to the Library Day.
- Paula continued to host her regular children's programs and all have been well attended, particularly her lapsit programs for toddlers.

### Building and Grounds

- The building is still standing. To ensure that it stays that way in case of emergency, Pam organized to have the fire department take a tour of both the Minor and the Hodge so that everyone is familiar with the layouts of both buildings. We plan on having a fire drill in February.
- A few smaller items are in need of fixing including the facets in the kitchen and ladies' room as well as the front door.

### Hodge

- Kerri started her writing workshop at the Hodge this month. Interest was incredibly high so we had to limit the number of participants. We hope to do another session later in the year.
- A squirrel found its way into the building doing quite a bit of damage to the window sashes throughout. We are seeking repair quotes and investigating the possibility of an insurance claim.

### Statistics:

#### December, 2015

<b>Total Circulation</b>	<b>1138</b>
<b>Reference Questions</b>	<b>338</b>
<b>Visitors</b>	<b>1220</b>
<b>ILL Borrowed</b>	<b>106</b>
<b>ILL lent</b>	<b>151</b>
<b>Volunteer Hours</b>	<b>33</b>
<b>Internet Use</b>	<b>62</b>

**Programs: Adult – 4 programs, 250 people**  
**Junior – 5 programs, 52 people**

#### January, 2016

<b>Total Circulation</b>	<b>1136</b>
<b>Reference Questions</b>	<b>359</b>
<b>Visitors</b>	<b>1275</b>
<b>ILL Borrowed</b>	<b>70</b>
<b>ILL Lent</b>	<b>203</b>
<b>Volunteer Hours</b>	<b>38</b>
<b>Internet Use</b>	<b>67</b>

**Programs: Adult – 9 programs, 197 people**  
**Junior – 7 programs, 109 people**

## **Jan 2016 Minor Memorial Buildings and Grounds Report**

1. On January 28, 2016 at 7 pm, the fire department and emergency services performed a “walk thru” at the Minor and Hodge Libraries. They familiarized themselves with the buildings (especially the Minor attic) and did their preplanning which describes how they would address a fire or remove injured personnel. The fire marshal, Janet Morgan was invited but was unable to attend.
2. To be done at a later date: scheduling a live fire drill so that the Library staff can first be trained on proper egress of staff and visitors, then have their training tested in a real time way.....This might also include something for the children. Teresa will schedule this part.
3. Library stucco—estimate for stripping off old broken pieces of material, smoothing, and painting per Alan Johnson—not to exceed \$3500.

**VOTE ON THIS EXPENSE BELOW UNDER ACTION AGENDA.**

**NOTE THAT THE COST WILL BE REIMBURSED BY TOWN OF ROXBURY UNDER THE LIBRARY’S CAPITAL BUDGET.**

Friends of the Roxbury Library  
Call to Agenda  
February 2016

To: Minor Memorial Board of Trustees

Friends Annual Meeting will be on February 22, and will be held at 5:30 before our regular meeting.

Friends fund raising letter for 2016 should be at mailboxes.

Planning has started for our book sale in June. (3,4,5)

Beginning April we will be sorting books at the Hodge- using the main room.

The next meeting of the Friends will be on February 22 at 5:30.

Arlene Kershner

Update for Campus Inventory Sub-C from J. Stracks and M. Mongin

Subcommittee is working to complete descriptions of all campus inventory items, taking advantage of Mari Frohne's generous offer to input these elements in her art inventory software. Most photos have been taken; group met with Jan Napier who shared the drawn plan of the campus.

Next steps are to:

- Based on info from Mari, refine the descriptions and report back on items still available for memorization.
- Create an outreach program to offer these items to the public.

The group thinks that this is an important record for the Library to have in place going forward. There will be several worthy trees to adopt in addition to commemorative walkway pavers and potential future walkway – Contemplation Garden connection pavers.