

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MARCH 14, 2016
MINUTES**

CALL TO ORDER:

Cynthia Newby, Chairwoman, called the meeting to order at 5:00 P. M.

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

Library Director: Teresa Roxburgh

Friends of Library: Arlene Kershner

Approval of Minutes

C. Newby

February 12, 2016

A motion was made to approve the minutes of the February 12, 2016 meeting. Motion by Meg Mongin, 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/A. Johnson

Art Report

M. Frohne

Hodge Committee: Tabled until April 11 at 4:30

M. Frohne/K. Arsenault

Friends Report

A. Kershner

Fundraising: Annual Fund Drive Report

C. Newby

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

A motion was made to remove from the Consent Agenda and discuss the Fundraising: Annual Fund Drive Report by Cynthia Newby, seconded by Kerri Arsenault and carried unanimously.

Fundraising: Annual Fund Drive Report

C. Newby

The group discussed the two gifts to the Library on the Fundraising Report. A gift was given from Tim Beard's estate in the amount of \$3,000. Additionally, \$5,500 was given from a nonprofit based in Long Island. Kerri Arsenault has been reaching out to the Carters who recommended to Billy Baldwin to award this grant to the Minor Memorial Library.

Regular Oral Reports

Programming/Publicity committee

(report attached For review and any discussion)

T. Roxburgh

Director Roxburgh reviewed the report and noted the seed library, a bird program, and writing program.

The Library will be working with the Recreation Commission on programs and are also working on putting together the Summer Reading Program.

Fundraising: Grant Sub-C

T. Roxburgh

The Subcommittee met a couple weeks ago to discuss grant ideas. Director Roxburgh will put together a spread sheet of grants and pertinent information.

Postcard Mailing for Emails

T. Roxburgh

Director Roxburgh is working on templates.

AgSTEM Committee

C. Newby

Barbara Henry suggested that Cynthia Newby reach out to Elliot Davis regarding ways the Library can be involved and support the school in their AgSTEM program. Mr. Davis is directing the AgSTEM committee for Roxbury. Kim Gallo expressed thanks for our interest and has advised that the school will reach out to the Library when the time is right.

Campus Inventory Sub-C

M. Mongin/J. Stracks

Meg Mongin has taken photos and will work with Mari Frohne to add them to the inventory program.

Action Agenda

Other Business

Cynthia Newby advised that the Library needs a fundraiser next year. The idea of a kitchen tour was brought up by Pam Southworth. This is something that raises quite a lot of money for the Salisbury Library; however, a lot of resources are needed. Cynthia Newby agreed that this would be a good idea, but advised from experience that many volunteers would be needed. Cynthia Newby suggested that the group work on forming a committee for this fundraising event. Perhaps this could be a joint venture with the Friends. Plans are to assemble a tour committee this fall with a view to holding the event Fall 2017.

Pam Southworth reported that she attended the Friends meeting last month. The Friends have offered to join the BoT in a meeting with the BoF to support the proposed budget.

Cynthia Newby reported on Elizabeth Esty's recent discussion at the Library where the economic value of the Library was considered. Cynthia Newby would like the Board's assistance to quantify the Library's value to this town.

The Historical Society is resurrecting and meeting in early April. This may ultimately be a good base of volunteers to help with the Hodge.

Strategic Discussion

Strategic Plan feedback on outline C. Newby

Cynthia Newby distributed and reviewed a hand-out regarding the Strategic Plan. Consultant Maxine Bleiweis has provided suggested reading in preparation for the Strategic Plan. Ms. Bleiweis will run the first Advisory Council meeting scheduled for April 26th at 9 a.m. at the Library.

Environmental scan document

Mark Cohagen distributed the CERC Town Profile 2016. The group discussed whether they could obtain information regarding the homeschooled and private school statistics. George Feifer and Mark Cohagen will work together to further this information.

Refine timeline and work process

Teresa Roxburgh will work on mission statement ideas and will distribute via e-mail. It was agreed that there was no need to have an additional meeting prior to the Regularly Scheduled Meeting.

Subcommittee Assignments

Subcommittees will be determined at the next meeting. The weekenders involved will be scheduled to meet on a late Saturday afternoon. Cynthia Newby asked that the Board send her suggestions of names of those to be included on the Advisory Council or Focus Groups invitation lists.

Cynthia Newby noted that the CT Library Association is having its annual meeting April 21st.

Adjournment

C. Newby

A motion was made to adjourn at 6:26 P.M. by Meg Mongin, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary

TREASURER'S REPORT

Meeting: March 14, 2016

Statement as of February 29, 2016

HODGE

Hodge Checking Account	-\$260
Hodge Savings/Endowment (S. Bernstein Account)	\$358,705
TOTAL	\$358,445

MINOR

*Minor Checking Account	\$17,771
Minor Savings/Endowment (S. Bernstein Account)	\$581,784
TOTAL	\$599,555

TOTAL BERNSTEIN SAVINGS/ENDOWMENT **\$940,489**

LIBRARY GRAND TOTAL **\$958,000**

*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
February, 2016**

Collection:

- We received a few very generous donations of items we were able to add to our collection this month. Special thanks for the large donation of audiobooks!
- Weeding continues in the children's area and I have started weeding a bit in the Diebold room where several shelves are overloaded.

Collection as of Mar. 1, 2016

Adult fiction	11,078
Adult non-fiction	12,140
Reference	867
Junior fiction	7,199
Junior Non-fiction	4,599
Video/DVD	3,519
Audio books	1,135
Music CDs	1,118
Equipment	1
Museum Passes	<u>13</u>
TOTAL	41,669

Personnel/Volunteers:

- Sarah was away for the month of February. Her shifts were filled in by Roxane, Muffy, and Joan.
- Connie spent several hours helping Paula prepping for February's Mad Scientists' Club program.
- Despite the snow, we held a brief staff meeting on Feb. 10th. Our next official staff meeting will be held in June before the Summer Reading Program.

Meetings/Workshops:

- I attended a meeting of the Connecticut League of Historical Organizations on the 9th. It was an excellent opportunity to meet people who run, or volunteer to run, small museums and historical societies around the state. We reviewed some tips for preservation and organization.
- On the 22nd and 23rd I attended Bibliomation Tech Training. The purpose of the training was to go over computer and networking basics. Libraries with staff that are trained can purchase tech assistance from Bibliomation at a lower rate.

Bibliomation/Automation/Tech:

- We now have a faster Charter WiFi connection. Tom Sweda of Bibliomation was able to visit the library to pass some of that speed on to our desktop computers as well. The last time I checked our internet was up to 33Mbps from 1.5Mbps!
- Due to our need to actually purchase internet coverage from Charter they are giving us free cable. It's hooked up, but I haven't tried it with our TV yet.
- Evergreen was down for about half a week at the end of the month. The issue is supposedly resolved. Luckily we were closed on one of those days (Tuesday) so the inconvenience was lessened.

Adult Services and Programming:

- February was a busy month of programming. We held Oscar film screenings every Thursday and Friday for enthusiastic crowds. I plan on continuing to show popular newly released films once a month or so. We had a fabulous program with over 70 people hosted by Doug Winkel (and arranged by Kerri and Georgette) at the Hodge with readings of Shakespeare's Sonnets on Feb. 14th. The response was very positive. Colin Harrison's art exhibit opened on the 27th followed by a program on Downton Abbey's fashions on the 28th.
- Planning and preparing for our seed-lending library debut in March is underway. We will be using the old children's card catalog which lives next to our public access computers.

Children's Services:

- Take Your Child to the Library Day on Feb. 6th was a great success with 22 people participating. Paula had several activities available for the kids to do around the library.
- Our second STEAM program on the 27th was an enormous success with almost 50 people. This was the first time that we actually had to enforce the registration sheet and use a wait list. Kids came from several neighboring towns.
- Lapsit and Storytime were on hiatus for the second half of February and will be returning in March with new times and days to encourage better attendance.

Building and Grounds

- We had several issues with the heat this month. Due to a power outage our furnace wouldn't turn back on. Once it was back on, it wouldn't turn off. Ray has let me know that there might be a hang up somewhere in the system, but that we need to wait for a few colder days to get a better idea of where that might be.
- Our front door is fixed! Many thanks to Bill Green for taking a look at it and to Drew Wood for switching out the broken piece.

Hodge

- Kerri has been working over at the Hodge to get rid of some items that were left over from our last clean-out.
- We were hoping to get some interior painting done before April, but it looks like we may have to postpone.
- Joseph has been doing monthly cleanings at the Hodge. He began by cleaning off the shelves in the conference room area so that we can rearrange some of the collection.

Statistics:

January, 2016

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

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

February, 2016

Total Circulation	1113
Reference Questions	217
Visitors	1055
ILL Borrowed	139
ILL Lent	172
Volunteer Hours	24
Internet Use	35

**Programs: Adult –11 programs, 291 people
Junior – 7 programs, 108 people**

Feb 2016 Minor Memorial Buildings and Grounds Report

1. Weather-stripping has been added to the interior side of the basement door.
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.

**Minor Memorial Library
Art Committee Report
March, 2016**

Minor Memorial Library
Mar. 14, 2016 Board Meeting
ART COMMITTEE REPORT

The art exhibit now up opened on Saturday. Feb. 27th with photography by Colin Harrison from Brookfield. The show will run through April 9th.

Three unframed photos sold at the opening.

Mari Frohne

Friends of the Roxbury Library
Call to Agenda
March 2016

To: Minor Memorial Board of Trustees

Friends have elected Amy Yarbrough as a new member in February.

Book sorting for the book sale in June (3,4,5) begins the first week of April. We will use the main room to accept and receive books that are donated.

Also, there are many books at the Minor that have to be transported to the Hodge.

We have a new caterer for this year's preview part.

Any ideas of how to increase attendance at the preview party will be greatly appreciated.

The next meeting of the Friends will be on March 28 at 5:30.

Arlene Kershner

FUNDRAISING REPORT

As of March 10, 2016

For March 14, 2016 Meeting

PREVIOUS ANNUAL FUND DRIVE TOTALS

2002-2003: \$22,595

2003-2004: \$23,675

2004-2005: \$23,880

2005-2006: \$32,404

2006-2007: \$31,080

2007-2008: \$31,745

2008-2009: \$28,565 (including \$5755 in estate gifts)

2009-2010: \$24,780 + estate gifts of \$21,854

2010-2011: \$27,200 + estate gifts of \$20,000

2011-2012: \$32,902 + estate gifts of \$30,000

2012- 2013 \$29,250 + estate gifts of \$ 6316

2013-2014 \$32,222 + estate gifts of \$80,939

2014 -2015 \$34,310 + \$10,094 of Stock for general funds from Diebold

THIS YEAR'S ANNUAL GOAL FROM FUND DRIVE MAILER = \$29,000

Donations:

Before AFD: \$225

10/8 + 11/4 \$2380

11/9 + 11/10 \$3150

11/13 \$1260

11/19 \$1850

11/25 \$1510

11/30 \$ 645

12/7 \$ 410

12/17 \$ 500

12/22 \$4625

12/28 \$1525

12/30 \$1100

12/31 \$ 875

1 /4 \$ 525

1/7 \$ 500

Online 10/6 - 12/31 \$2700

1/15 \$ 900

2/1 \$ 25

3/10 \$9125 (includes \$3000 T. Beard Estate and \$5500 in honor of G and A Carter)

Total to date = \$33,830

Program Committee Meeting
Monday, March 7, 2016

Present: George Feifer, Kerri Arsenault, Cindee Hopkins, Sarah Griswold, Teresa Roxburgh

New Business: The committee voted to accept Georgette Miller as an additional member. Georgette isn't able to make Monday meetings. We will find a different day for future meetings.

Recap:

- The Shakespeare program was sensational.
- The Oscar-nominated movie screenings have been successful.

Coming UP:

- Doug Winkle would like to do something about Charlie Chaplin. Also Dante's Inferno for the Halloween Season, with Georgette and Kerri.
- Seed Library and Seed Saving Basics – Publicity will go out this week.
- April 10 Song Bird Documentary screening- Will send publicity to Audubon chapters, Land Trusts, New York Times & larger venues. Will also look for someone to lead a discussion about solutions or remedies to the problem of songbird decline.
- Kerri would like to have her workshop attendees do a public reading of the pieces they've been working on – April 2 or 3 is best; she will check with her attendees to see which date works best for them.
- June 3 – 5 – Booksale Weekend
- June 24 – Ann Leary Author Talk
- June 25 – Walk
- Summer Programs: “Exercise your Mind” – grant submitted – very busy six weeks planned
- August 28 – McCann Concert
- October 21 – Proposed for Dante's Inferno program – Kerri will check with Doug

Potential Programs:

- None of the cultural people got back to Sarah, but now that she's back she will pursue. The opera program on a weekend could be a great way to catch weekenders.
- Suggest seasonal plant programs. Summer program – July perhaps, then September or early October.
- Kerri is planning an Antiques Appraisal program to benefit the Roxbury Museum, Hodge, and Gunn Memorial – to help them purchase collection supplies. Possible date is May 7, during the town-wide yard sale. The Minor will help with PR for the event.

- Great Books/Great Movies program – Outdoor screening of movie adaptations of great books.
 - George Feifer is willing to ask people to help foot the \$5,000 cost of producing a series. He needs a list of about 20 people to approach.
 - Teresa suggested it might make more sense to purchase the equipment with the Recreation Commission – she will price equipment and follow up. The library needs better projector and speakers anyway.
 - Time frame for screenings mid August into September - Summer reading program too full for additional programs.
 - Each Screening could be introduced by a 7 minute max presenter – someone with some expertise in the subject area
 - Some discussion of what constitutes a great book: Hope it is broader than the western, white male canon.
 - Each committee member is requested to send Teresa their candidates for great books; she will research movie adaptations (unless program committee members already have a recommendation)
 - Need to create a concrete proposal – including titles & presenters & costs to solicit funds

Respectfully Submitted,

Sarah Griswold