

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
April 11, 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
Others Present: Joe Pucci

A motion was made to move to the top of the agenda 2015 Financial Performance Report by J. Pucci, S. Bernstein. Motion by Mari Frohne, seconded by Kerri Arsenault and carried unanimously.

Other Business

2015 Financial Performance Report

J. Pucci, S. Bernstein

Joe Pucci came forward to distribute and review a Bernstein report dated 4/11/16. He noted that it has been a difficult year. He reviewed the allocation of the Library's total assets of \$962,168. The Minor Memorial Library is at \$596,280 and Hodge is at \$365,888. Bernstein is expecting a 4% yearly return over the next five years. He advised that a draw by the Library over 4% may result in an erosion of capital.

Mr. Pucci reviewed the history of advice given by Bernstein and its results over the past 10 years. He agreed to forward the listing of stocks to Pam Southworth to share with the Board.

Approval of Minutes

C. Newby

March 14, 2016

A motion was made to approve the minutes of the March 14, 2016 meeting. Motion by Mari Frohne, seconded by Joan Stracks and carried unanimously.

Consent Agenda Reports for March 2016

Treasurer's Report	P. Southworth
Director's Report	T. Roxburgh
Building & Grounds Committee	P. Southworth/A. Johnson
Art Report	M. Frohne
Friends Report	A. Kershner
Fundraising: Annual Fund Drive Report	C. Newby
Fundraising: Grant Sub-C	T. Roxburgh

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

Regular Oral Reports

Hodge Committee M. Frohne/K. Arsenault

Mari Frohne reported on the decisions made tonight at the Hodge Committee meeting.

Programming/Publicity committee T. Roxburgh

The grant for the Summer Program was received. The race date is scheduled for June 25th. The park is booked for that day; therefore, a performer, bounce house and refreshments will be at the Library.

Postcard Mailing for Emails T. Roxburgh

A copy of the draft postcard for was distributed for the Board's review. The Board liked the draft and Director Roxburgh agreed to publish with possible small adjustments.

Campus Inventory Sub-C M. Mongin/J. Stracks

A memo regarding the complete inventory of the campus was distributed. Campus items have been photographed and saved to the software program as a permanent record of what has been donated. It was suggested that species identification may want to be added. Joan Stracks reported that there are many opportunities for further donating. Cynthia Newby suggested having a listing available to the public in the Library of what has been donated. Mari Frohne offered to have a drone take an aerial photo which can be used to identify potential donation opportunities.

Action Agenda

Revised Personnel Policy

T. Roxburgh/K. Arsenault, P. Southworth, J. Stracks

The group reviewed the revised Personnel Policy. Additional information is being researched. The Policy will be further revised and distributed for the next meeting. Director Roxburgh would like to review the draft with the staff prior to the adoption of this Policy.

Strategic Discussion

The advisory council has been developed and will meeting April 26th and once again when the plan is complete.

Demographic scan

M. Cohagen/G. Feifer

Will be distributed for review.

Draft Mission Statement

T. Roxburgh

Will be distributed for review.

Library Services Statement

T. Roxburgh

Will be distributed for review.

Survey; Focus Groups

C. Newby

Cynthia Newby will forward to the Board the survey information sent by the consultant along with the information provided by Pam Southworth. The plan is to review the survey, come up with a focus group plan and implement it over the summer.

Other Business:

- Director Roxburgh reported that fiber optic cable to the Library will greatly increase Internet speed. A consortium of Libraries have been developed which should result in no charge for fiber optics line. The Board agreed that this would be a great benefit to the Library especially at drawing the younger population.
- Cynthia Newby suggested having information regarding Shepaug sports and activities available at the Library.
- Pam Southworth reported that she and Cynthia Newby will be meeting with the BoF tomorrow to appeal the cuts to the Library's proposed budget.
- George Feifer would like to discuss publicity of the Library at a later date.

Adjournment

C. Newby

A motion was made to adjourn at 6:40 P.M. by Meg Mongin, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary

TREASURER'S REPORT

Meeting: April 11, 2016

Statement as of March 31, 2016

HODGE

Hodge Checking Account	-\$127
Hodge Savings/Endowment (S. Bernstein Account)	\$370,206
TOTAL	\$370,079

MINOR

*Minor Checking Account	\$14,548
Minor Savings/Endowment (S. Bernstein Account)	\$602,074
TOTAL	\$616,622

TOTAL BERNSTEIN SAVINGS/ENDOWMENT **\$972,280**

LIBRARY GRAND TOTAL **\$986,701**

*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
March, 2016**

Collection:

- Our collection count has held just about steady thanks in part to some more weeding.
- I did a small section of weeding in the Diebold Room which houses most of our books on art and film.
- We added a new aspect to our collection this month with our Seed Lending Library. The seeds are being held in the old children's card catalog. We received a *huge* donation of seeds from Comstock Ferre in Wethersfield and still have many, many more seeds that need to be processed and put out for circulation. This has been a more involved process than I had anticipated so it is taking me some time to get them all ready.

Collection as of Apr. 1, 2016

Adult fiction	11,107
Adult non-fiction	12,104
Reference	867
Junior fiction	7,240
Junior Non-fiction	4,594
Video/DVD	3,525
Audio books	1,155
Music CDs	1,120
Equipment	1
Museum Passes	<u>13</u>
TOTAL	41,726

Personnel/Volunteers:

- Betty was away for the month of March. The majority of her shifts were covered by Muffy, Roxane, and Joan.
- Our volunteers have been a huge help this month. Special thanks to Maureen for finishing up some much needed shelf reading in the Fiction and Biography sections.
- Connie and Brooke spent quite a bit of time helping Paula with this month's Mad Scientist's Club program. Thank You!

Meetings/Workshops:

- On the 8th I attended the New Director's Roundtable in Mystic. These meetings have been extremely helpful for me in getting to know fellow library directors and gathering a better understanding of how libraries around the state operate and deal with various challenges.
- On the 10th Cynthia and I met with Brenda McKinley at the Newtown Library to talk with her about their strategic planning process. We were able to get a tour of their library and steal a few ideas that we could possibly use here in Roxbury.
- On the 22nd I attended a CSL workshop on the process of innovation. The speaker has done work with several large companies and public libraries (such as the Westport Library) and specializes in fostering environments where new ideas can take shape to transform institutions. The CSL is hoping to have her lead more in-depth workshops for library staff and boards.

Bibliomation/Automation/Tech:

- The rumor is that possible budget cuts will mean the elimination of free internet provided by CEN (who provides the connection for our desktop computers).

- I have begun the process of seeking federal and grant funding to get our library connected to fiber. This is part of a consortium of CT libraries who are not yet fiber wired. Hopefully I will have more news soon.
- The changeover with C-CAR (now DeliverIT CT) has caused a few issues. In order to get rid of a backlog, we were not sending items out during the last week of march. This has caused minor problems with people getting their requests on time. The issues is supposedly resolved at this point but we still do not have a regular delivery schedule.

Adult Services and Programming:

- We had yet another busy month of programming. We had two weeks of Oscar screenings all of which were very successful. I plan on hosting monthly screenings down the line. Veyla Jancz-Urban and her daughter Ehris gave a wonderful program on Spring Tonic. I think we all feel much healthier for it. And our main program of the month was the kick-off of our seed lending library on March 20th. Lawrence Davis-Hollander gave a wonderful talk on seed saving techniques which I hope some of seed library participants found useful.

Children's Services:

- Paula had several programs this month. She hosted 5 lapsits for toddlers and their parents, 2 storytimes for the preschoolers, a bookbugs club for K and 1st, and a Page Turners program with 2nd and 3rd graders.
- Paula's most popular program lately has been the very well attended Mad Scientist's Club which this month brought in over 50 people. We have gotten excellent feedback on these programs and hope to continue them next school year (there are two more scheduled for this year, April and May).

Building and Grounds

- Our furnace was fixed again. There was a valve issue that was keeping the heat running at all times as well as a wonky timer, probably thrown out of whack during one of our power outages.

Hodge

- Many thanks to Kerri for continuing to help clean out at the Hodge.
- We have handed over the building to the Friends to prepare for their book sale. To make more space for them we worked on moving some books to the empty shelves in the conference room area.

Statistics:

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**

March, 2016

Total Circulation	1216
Reference Questions	342
Visitors	1034
ILL Borrowed	115
ILL Lent	189
Volunteer Hours	30
Internet Use	77

**Programs: Adult –8 programs, 111 people
Junior – 10 programs, 123 people**

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

Minor Memorial Library
April 11, 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.

So far , we only have \$200 in sales for 8 small \$25. photos.

The next show opens Saturday, April 16 and features the work of glass artist Tim Hochstetter. The show will run through May 28th.

Mari Frohne

FUNDRAISING REPORT

As of April 7, 2016

For April 11, 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)

4/07 \$825

Total to date = \$34,655

Hodge Library Minutes Monday, April 11, 2016

CALL TO ORDER:

Mari Frohne, Chairwoman, called the meeting to order at 4:37 P. M.

Members Present: Cynthia Newby, Alan Johnson, Kerri Arsenault, Joan Stracks and Mari Frohne.

Others Present: Pam Southworth

Library Director: Teresa Roxburgh

Business

- 1) Decide if we should go forward with repair of damage to window mullions or put on hold for now:

Mari Frohne noted that there are photos in front of the windows where the mullions cannot be seen at this time. Director Roxburgh reported that there are a few windows broken; therefore, this may be better as part of a larger project. The Board agreed to table project for now.

- 2) There is an area of gutter that needs to be fixed or replaced near the back door:

The Board agreed that Drew Wood will work with Alan Johnson on getting this project completed.

(Joan Stracks was seated at 4:45 p.m.)

- 3) Interior painting to begin in July after book sale:

Patrick Roy, Jim Lowe and Kerri Arsenault have volunteered to do this. The Board agreed that they should be able to complete this project with the existing volunteers; however, will take help from others if available.

- 4) AC unit in attic needs to be removed:

It was noted that there is a dehumidifier at the Hodge. The members discussed whether the storage of delicate items required air conditioning. Director Roxburgh advised that what is needed is a system for the entire building. Kerri Arsenault agreed to lend the Library an air conditioning wall unit until a larger system can be further considered. Drew Wood will remove the old AC unit and have it disposed of.

- 5) Some pruning was done and mulch was laid:

It was reported that the Town did their yearly clean up for which the Hodge is never billed. The members agreed to wait another year to determine if more plants or trees are needed.

- 6) Status of Hodge Logo and website:

Director Roxburgh will follow-up. She is working to get a good image of the Hodge.

- 7) Status of plans for upstairs museum area:

Kerri Arsenault reported that she and Mark Cohagen have been working on sorting items and came across an inventory of items that had been done and will be very helpful.

- 8) Archivist:

The Archivist was suppose to visit Hodge, but the State Historical Records Advisory Board has yet to hire someone for this position. Director Roxburgh notified them that the members would like the Archivist to visit Hodge once hired.

- 9) Fundraising Ideas/ Future Events/ Friends Book Sale:

Kerri Arsenault is working on planning an Antiques Road Show featuring Bernie McManus at Town Hall with the proceeds going to the Gunn and Hodge. The members agreed that this is a good idea bringing both patrons of the Gunn and Hodge together. She will work on scheduling this event for September.

Kerri Arsenault also suggested including the Hodge on the map for the Recreation Tag Sale to allow people to sell from the Hodge's location and tables with proceeds going to benefit the Hodge. Joan Stracks suggested that the Hodge do something different to raise funds as not to interfere with the the Recreation Commission's fund raiser. It was agreed the group would consider putting out books and library stuff to sell at the tag sale.

- 10) Building Usage and Rules - tabled

- 11) Other Business:

- The members agreed that they would ask the Town to pay for the electricity cost for the Christmas Tree as it exceeded \$100 this year.

- The exterior paint job is nearly complete, pending a redo of the shutters in a color that matches the building trim.

Adjournment

A motion was made to adjourn at 5:05 P.M. by Cynthia Newby, seconded by Joan Stracks and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary