

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
May 9, 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: Valerie Cooper

Other Business

Town-sponsored mental health training T. Roxburgh
Valerie Cooper was introduced to the Board and reported that she will be doing mental health training in Roxbury. She explained that her company received a substantial grant from the Federal Government to run this program. This eight hour training session will teach participants about mental health crisis. She reviewed the need for this type of training. The first training session is jointly hosted at Town Hall 5:30-9:30 on May 12th and May 19th.

Approval of Minutes

C. Newby

April 11, 2016

A motion was made to approve the minutes of the April 11, 2016 meeting. Motion by Meg Mongin, seconded by Pam Southworth and carried unanimously.

Consent Agenda Reports for May 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

The reports included on the consent agenda were distributed via e-mail. (see attached) It was noted that Alan Johnson will be leading the B&G Committee going forward. Also, it was reported that the Library received a generous gift from the Diebold Foundation. The schedule for the Art Committee has been included in the Art Report.

Regular Oral Reports

Programming/Publicity committee T. Roxburgh

Director Roxburgh has been considering publicity and working to form relationships with local reporters. The Strategic Plan was commented about in three local newspapers. A welcome packet or a meet and greet for new members of the community was discussed.

Board of Finance Meeting April 12, 2016 P. Southworth
(with 1992 BOF minutes)

Pam Southworth and Cynthia Newby explained that upon their request for reconsideration the requested funds removed from the proposed Library budget were put back into the budget by the Board of Finance. Cynthia Newby reported that it was agreed by the BoF that there is a financial obligation by the Town to support the Library. Chair Newby requested that the referenced memo from the 1992 minutes was included as part of these minutes. (see page 3)

Action Agenda

Budget for Fiber optic internet access

T. Roxburgh

Director Roxburgh found that the cost of Internet access through cable is less expensive than the fiber optics for the same speed Internet. She submitted a request to verify these numbers. The Library can apply for Federal Funding; however, this requires the filtering of the computers which is contrary to the American Library Association recommendations. The online application for the fiber optic grant must be submitted by the end of the month. It was agreed that more research should be done regarding the conflicting information.

A motion was made to authorize Director Roxburgh to continue investigating fiber optic Internet access and move forward with the grant application as appropriate as the Board understands that moving forward with technology is a priority. Motion by Cynthia Newby, seconded by Mari Frohne and carried unanimously.

Strategic Discussion

Demographic scan

M. Cohagen/G. Feifer

The scan was reviewed by the Board. It was noted that the amount of homeschooled or privately schooled children is not available. The Board agreed that this report was very informative and succinct.

Draft Mission Statement

T. Roxburgh

George Feifer submitted his suggestions for the simplification of this statement. It was suggested that note of the Library's collections should be included in this Statement.

Library Services Statement

T. Roxburgh

The Board noted that they found the hours of the neighboring libraries interesting. One of the queries to the community will be which four days would the patrons like to see the Library open. It was agreed that some of the information included in this statement should be disseminated to the public as it may be found useful and informative to the public. The Board agreed that physical attributes of the Library such as the art gallery and the garden should be included in this Statement.

Advisory Council Results

C. Newby

The group discussed the Advisory Council meeting results and noted that some of the hopes and wishes for Roxbury are not within the Library's ambit such as housing. It has been found that relevancy and attracting young people is common challenge of community organizations. Director Roxburgh explained that digital resources are key in attracting young people and making the Library relevant to those who may not be interested in coming out to the physical building.

Survey; Focus Groups

C. Newby

A drafted survey is expected to be available before the next Board meeting. A weekender focus group will be held September 17th.

Chair Newby asked that Board members sign-up to assist with the various focus groups:

- It was reported that Linda Wahlers showed an interest in holding a senior focus group at the Senior Center. Cynthia Newby agreed to draft the survey topics for the seniors. It was suggested that each Board member should join a table at Soup's-on to guide a conversation.
- Paula Sapse and Teresa Roxburgh will draft the survey questions and work with the elementary school and PTO with regard to the focus groups.
- Teresa Roxburgh will draft the questions to the staff and Pam Southworth will lead that discussion.
- Teresa Roxburgh and Joan Temple will work to draft the questions to Shepaug Valley students and lead that focus group discussion.

The guidelines provided by Maxine Bleiweis will be followed during these interview processes.

Schedule update

Cynthia Newby distributed a timeline for the 3 year strategic plan. The group further discussed welcoming newcomers to town.

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

BOARD OF FINANCE
TOWN OF ROXBURY
ROXBURY, CONNECTICUT 06783

Minutes of Meeting held September 9, 1992

The meeting was called to order at 8:00 PM

Present: Gary Adams
Jim Conway
Bill Trainor
Jack Kurdock

Also present First Selectman Ed Went

Absent: Ken Allen
Roger Walz

Minutes of the past meeting were read and Jim Conway motioned to accept with a second from Bill Trainor.

The building committee of the proposed Minor Memorial Library was present to review with the Board of Finance the cost of construction and funding of the proposed project.

Geddes Parsens reported to the board that Andrews Construction Co. was expected to be chosen to complete the project at a cost of \$1,117,000.00. Added to this figure is the cost of engineer, architect, and clerk of the works, which is a combined total of \$66,600.00. Also a contingency is figured in at \$60,000.00. Total funds requested to complete the project would be \$1,243,600.00. The Building Committee expects to have a \$5,000.00 surplus at the end of construction.

Ed Went reported that on the advice of Town Counsel, Gail McTaggart, a town meeting will be held September 17, 1992 to accept the Minor Memorial Library as the principal public library of the town of Roxbury.

Upon accepting the Minor Memorial Library as the towns principal library, the town also agrees to maintain and staff the new library

The completion of the new building is not expected until July of 1993. Therefore the town will see no change on 1992-93 budget. Although the 1993-94 budget will see an increase. The Library Board projected an annual budget of \$87,432.00. With the aid of private funding and an endowment, the projected cost of the town would be \$54,700.00 for 1993-94. With a motion from Jack Kurdock and a second from Bill Trainor, the Board of Finance gave their approval of the proposed project and recommended it to a town meeting. All members were in favor.

Tai Kern, Secretary

TREASURER'S REPORT

Meeting: May 9, 2016

Statement as of April 29, 2016

HODGE

Hodge Checking Account	-\$460
Hodge Savings/Endowment (S. Bernstein Account)	\$369,759
TOTAL	\$369,299

MINOR

*Minor Checking Account	\$33,397
Minor Savings/Endowment (S. Bernstein Account)	\$602,762
TOTAL	\$636,159

TOTAL BERNSTEIN SAVINGS/ENDOWMENT **\$972,521**

LIBRARY GRAND TOTAL **\$1,005,458**

*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
April, 2016**

Collection:

- Due to budget cuts and the consolidating of two Connecticut State Library service centers, we have inherited several new (to us) audiobooks. Thanks to the new additions, our audiobook collection has gotten quite a big boost.

Collection as of Apr. 1, 2016

Adult fiction	11,113
Adult non-fiction	12,144
Reference	881
Junior fiction	7,279
Junior Non-fiction	4,616
Video/DVD	3,547
Audio books	1,173
Music CDs	1,125
Equipment	1
Museum Passes	<u>13</u>
TOTAL	41,912

Personnel/Volunteers:

- We had a full staff this month. Silky's schedule will be changing starting in May. She will be working early Thursday afternoons rather than Friday mornings.
- We have a new volunteer coming in on Thursday afternoons. JJ Einbinder will be helping with shelving books.

Meetings/Workshops:

- On the 7th I attended at Directors' Meeting in West Hartford, the topic was personnel.
- On the 11th Paula and I went to a Scholastic book sale. Our goal was to get a head start on purchasing summer reading program supplies and prizes. We were disappointed. We'll try again in June.
- On the 21st I attended the CLA Conference with Cynthia and Pam. We attended several excellent sessions on various topics such as Customer Service, the new Connecticut Digital Archive, and advertising your digital collections.
- On the 26th Betty attended the regional Circulation Meeting in Ridgefield. The main topic was the status of C-CAR (aka DeliverIT) and the lack of deliveries.
- Also on the 26th was our Strategic Planning Advisory Committee meeting which everyone has told me went very well (I thought it did too).

Bibliomation/Automation/Tech:

- DeliverIT CT continues to have slow service. We are only getting about two small deliveries a week so requests are taking quite a bit of time to get filled.
- After attending a session on CTDA at the CLA Conference I contacted Bibliomation regarding their CTDA account. We are now a pilot library for Bibliomation's page on the CTDA website. Sarah has started working on picking out items to digitize.
- We are moving forward with the fiber connection. It should result in a cost of about \$150/month but the speed will be around 500 - 1000x faster (really!) than the speed we have now on our desktop computers.

Adult Services and Programming:

- In preparation for a very busy summer, we had a bit of a lighter load of programming this month.
 - 2nd: Kerri's writer's group held a reading. It was very well received and the content was exceptional. 20 people
 - 10th: The Messenger, documentary screening. The DVD has been added to our collection and is circulating well. 15 people
 - 16th: Tim Hochstetter art opening. We've gotten lots of positive feedback on this show. People are enjoying the squid sculpture out front. 180 people.
 - 23rd: Our annual Voices of Poetry event. 19 people.
 - Book Discussions on the 11th and 20th.

Children's Services:

- Our second to last Mad Scientists' Club was held this month. The theme was force/air. The event was held outside. Although it was a smaller group (probably a result of spring break) everyone had a wonderful time. We continue to get excellent feedback on these programs.
- Paula has confirmed all of the performers for the year's Summer Reading Program. It is a slightly abbreviated program this year, but the performers' prices have gone up quite a bit.
- Paula held her usual schedule of Lapsits, Storytimes, and reading programs for the elementary kids.

Building and Grounds

- No major issues to report here (knock on wood)

Hodge

- As stated above, we are working on digitizing a few items for the CTDA. Once we have a system in place, we will start working on items from the Hodge.

Statistics:

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

March, 2016

Total Circulation	1265
Reference Questions	284
Visitors	1688
ILL Borrowed	94
ILL Lent	225
Volunteer Hours	31
Internet Use	47

Programs: Adult –6 programs, 258 people
Junior – 9 programs, 32 people

May 2016 Minor Memorial Building & Grounds Report

1. Mark Murray has been hired to remove all loose stucco from two back concrete walls surrounding the terrace, prep, and seal with a grey masonry finish. Total cost \$2,500 to \$3,000. To be completed by June 10 at the latest. Please note that only the walls against the terrace are being done. The other walls against the basement seem stable at this time.
2. I will investigate the Hodge light timer and prepare a complete report and inventory of all lighting at the Hodge.
3. I have started removing invasive vines and other plant material growing in the pine trees on the south side of the parking lot.

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

Minor Memorial Library
May 9, 2016 Board Meeting
ART COMMITTEE REPORT

The art exhibit now up opened on Saturday, April 16th with glass artist Tim Hochstetter. The show will run through June 1, 2016.

So far we have one sale for \$380, for which the library takes 20%.

On Sunday, June 5th there will be a special opening and one week exhibit to honor Shepaug's Drama Teacher, Doug Winkel's retirement. The show will feature photos from his 30+ years along with stills from productions, t-shirts, costumes, etc, from 60+ shows.

The next regular art show opens Saturday, June 16th and features the paintings of Roxbury artist, Jack Rosenberg. The show will run through Saturday, July 30th.

Mari Frohne

Friends of the Roxbury Library
Call to Agenda
May 2016

To: Minor Memorial Board of Trustees

The final phase of our planning for the Book Sale (June 3,4,5) is occurring now.
Sorting continues every Saturday 9-12 until the sale.
The Book Mark is at the printer. (contains invitation to Book Sale)

The following jobs are in the process of completion.

Publicity: Local papers will be contacted.

Posters are being updated.

Signs will be placed around the town.

Catering: Executive Cuisine of New Milford has been hired.

Liquor License Application at the town hall.

Scheduling: Workers are being scheduled for book sale jobs.

Chinese Auction: Vendors are being solicited for the raffle.

Tents: Will be erected on Wednesday June 1. Anyone willing to help come to the Hodge
at 5:00 on Wednesday.

Tables: Set up on Thursday the 2nd and then books will be put on tables with help of
Franny Hodge's workers.

Port-a-Potty Delivered.

The next meeting of the Friends is May 23 at 5:30.

Arlene Kershner

FUNDRAISING REPORT

As of May 9, 2016

For May 9, 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

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

5/1 \$4000

Total to date = \$38,655
