

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
June 13, 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, Pam Southworth, George Feifer, Mari Frohne, Mark Cohagen, Alan Johnson and Meg Mongin
Library Director: Teresa Roxburgh
Friends of Library: Arlene Kershner

Approval of Minutes

C. Newby

May 9, 2016

A motion was made to approve the minutes of the May 9, 2016 meeting. Motion by Mari Frohne, 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	no report
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) The Hodge Library Lighting Survey dated 5/7/16 was distributed to the members. This will be discussed at the next Hodge Meeting.

Regular Oral Reports

Programming/Publicity committee T. Roxburgh

The Summer Reading Program kick-off is June 25th at 8:30 a.m. at the park with a walk/run and a juggler. They will begin meeting about fall programming in August. It was noted that front page coverage was given in the Spectrum regarding the CCF grant awarded to the Roxbury Public Library. The McCann Concert is scheduled for August 28, 2016.

Going forward, Director Roxburgh will summarize publicity releases sent to and published by local media in the monthly Director's report.

Fiberoptic Project Followup T. Roxburgh

Director Roxburgh has submitted all the information required for this grant and is just waiting to hear back.

Action Agenda

Review, approval of Personnel Policy T. Roxburgh

The group reviewed the revised policy. It was noted that this policy was revised with regard to overtime for nonexempt employees. It was clarified that the bereavement policy will coincide with the Town's policy for which personal days will be used.

Director Roxburgh reported that she has reviewed this new policy with the staff. Employee professionalism and the paid holiday policy were discussed. Early closings will be paid for time worked. Federally observed holidays will be compensated with a floating day off. Family medical leave of absence and jury duty was also added to the policy as well as an outline of progressive steps for discipline.

A motion was made to approve Personnel Policy as amended. Motion by Joan Stracks, seconded by Meg Mongin and carried unanimously.

Other Business

Alan Johnson reported that the back wall has been completed. He will address the billing to assure that it is submitted before the end of the fiscal year.

Strategic Discussion

Survey; Focus Groups Schedule update C. Newby

It was agreed that summer is a difficult time for focus groups to meet. The Senior Center focus group is scheduled for July 27th at 12:30 p.m. Director Roxburgh suggested that the library pay for the Board to attend the lunch as a lot of the conversation will take place during the lunch that day.

The school related focus groups are scheduled to meet a couple weeks after school reconvenes. Pam Southworth will oversee the staff focus group and will arrange this further with Cynthia Newby next week. The weekender focus group will be contacted via mail. The focus groups are expected to be wrapped up by the end of September. The written survey will be completed for review at the July meeting with the goal of sending it out August 1st.

A proposal for a CCF computer grant is being put together. The Board will look to further fundraise for technology. Additional fundraising opportunities and approaches were discussed. A fall time kitchen tour was reported to be profitable; however, it takes a lot of volunteer hours to put it together. This will be further considered.

Adjournment

C. Newby

A motion was made to adjourn at 5:50 P.M. by Meg Mongin, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,
Tai Kern
Tai Kern, Secretary

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.

TREASURER'S REPORT

Meeting: June 13, 2016

Statement as of May 31, 2016

HODGE

Hodge Checking Account	\$1,292
Hodge Savings/Endowment (S. Bernstein Account)	<u>\$368,967</u>
TOTAL	\$370,259

MINOR

*Minor Checking Account	\$23,388
Minor Savings/Endowment (S. Bernstein Account)	<u>\$603,655</u>
TOTAL	\$627,043

TOTAL BERNSTEIN SAVINGS/ENDOWMENT **\$972,622**

LIBRARY GRAND TOTAL **\$997,302**

*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
May, 2016**

Collection:

No significant changes occurred in our collection this month. I will be working on a weeding plan for the summer.

Collection as of Jun. 1, 2016

Adult fiction	11,157
Adult non-fiction	12,154
Reference	881
Junior fiction	7,309
Junior Non-fiction	4,630
Video/DVD	3,561
Audio books	1,203
Music CDs	1,125
Equipment	1
Museum Passes	<u>13</u>
TOTAL	42,034

Personnel/Volunteers:

- Silky has begun working on Thursdays rather than Fridays. So far this change has worked out well.
- I have been reviewing our revised Personnel Policy with staff.
-

Meetings/Workshops:

- I attended a Bibliomation meeting on May 9th. We reviewed their new strategic plan and discussed DeliverIT-CT issues as well as the ResearchIT-CT database that is long overdue.

Bibliomation/Automation/Tech:

- Starting in July or August I will begin serving on the Bibliomation Board.
- Gen came out from Bibliomation to install a new router. Our old one was causing a bottleneck in our wifi speeds. The new equipment was purchased from Bill Chin. Everything seems to be working *much* better now.
- I submitted our paperwork for a fiber connection. There are still a few more steps that I am waiting on.

Adult Services and Programming:

- This was a fairly slow month for programming as we have been concentrating on getting everything ready for the summer.
 - History of Opera program on the 14th had 23 attendees. It was well received and brought in people from several towns.
 - We had two book discussions (here at the library and at the senior center) as well as our monthly computer user's group.

Children's Services:

- Due to a family emergency, we had to cancel a few children's programs this month. They were made up in early June.
- Paula held her lapsits a storytimes this month. She also had a Page Turners program.

- The final Mad Scientists’ program was held at the end of the month and had 26 attendees.

Building and Grounds

- Kerri and Georgette planted the pots out front and they look lovely!
- Drew Wood installed a hose holder in the front.
- It looks like there has been work done to the back of the building where the stucco was falling off.
- Ray has switched us over from heat to air conditioning for the season.

Hodge

- The Hodge has been off limits this month due to preparations for the book sale. I stopped by a few days after the book sale and everything is looking tidy and in order. Thank you Friends!

Statistics:

April, 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

Total Circulation	987
Reference Questions	449
Visitors	1167
ILL Borrowed	90
ILL Lent	209
Volunteer Hours	32
Internet Use	65

Programs: Adult –4 programs, 47 people

Junior –8 programs, 53 people

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

Minor Memorial Library
June 13, 2016 Board Meeting
ART COMMITTEE REPORT

The exhibit that opened on Saturday, April 16th with glass artist Tim Hochstetter. The show ran through June 1, 2016.

We had only one sale for \$380, for which the library took 20%.

The next exhibit was to celebrate Shepaug's Drama teacher, Doug Winkel and opened Sunday, June 5th. Paula Lazeski said it was standing room only with decades of alumni attending.

The next show opens Saturday, June 18th 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
June 2016

To: Minor Memorial Board of Trustees

Thank you to the members of your board for the help at our book sale on
June 3,4,5.

In particular we would like to thank Joan & Richard Stracks for their donations.
The Chinese Auction (to be rename Chance Auction next year) had 33 donations.
With the help of the library staff, the auction began in the Library. The extra exposure
and time created extra income and interest.

The Hodge has been restored, and looks great once again.
Many community members commented on the architecture and upkeep of the building.

The Friends have two new members.

Amy Yarbrough
Nancy Fyfield

We continue to support the Summer Program, as well as other programs the staff wants to
sponsor. We also provide refreshments for the art programs.

The next meeting of the Friends is June 27, 5:30 at the home of Diana DeVries.

Arlene Kershner

Annual Fundraiser Report for June 13, 2016

A final report for the fundraising year is due in July.

This month, Joan Stracks and Cynthia Newby wrote to 60 former donors explaining that June is the last month for this year's contributors list. We hope some of these people will wish to send in donations before July 1.

Cynthia