

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
July 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, Pam Southworth, George Feifer, Mari Frohne, Kerri Arsenault, Mark Cohagen, Alan Johnson and Jeff Bennett (not yet sworn in)
Library Director: Teresa Roxburgh
Friends of Library: Arlene Kershner

The Board welcomed new member Jeff Bennett who shared a little about his background with the group.

Approval of Minutes

June 13, 2016

C. Newby

A motion was made to approve the minutes of the June 13, 2016 meeting. Motion by Pam Southworth, seconded by George Feifer and carried unanimously.

Consent Agenda Reports for June 2016

Treasurer's Report	P. Southworth
Director's Report	T. Roxburgh
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)

Pam Southworth noted that a lot of great work has been done by many of the members which has brought the fundraising numbers above average this year.

Regular Oral Reports

Building & Grounds Committee: Hodge Lights A. Johnson

Alan Johnson reported that the lantern light has been replaced to LED and the Town Crew will use a tall ladder to replace the light above the door.

Landscape Maintenance C. Newby

Cynthia Newby has secured a copy of the contract the Town has with the landscaper that notes that all beds will be weeded weekly. They are looking into why this is not happening and will have this matter resolved.

Programming/Publicity Committee T. Roxburgh

Director Roxburgh noted that she added a publicity section within the Director's report. The reception for publicity in July has been a bit more difficult due to all that has been going on this month. A publicity meeting is scheduled for August to discuss the Fall and Winter Programming. She reported that they are considering having another Hodge series in the fall-time. The Board agreed to include programming on the September agenda.

Director Roxburgh reported that they have received positive responses to the postcard and calendar.

Plan for CCF Technology Grant T. Roxburgh

Director Roxburgh reported that this grant application is due October 1st. This can be used for an IT plan or actual IT work. She will be receiving guidance from an IT specialist who has been working with the Southbury Library.

Action Agenda - None

Other Business

Annual Fund Drive Planning C. Newby

The Fundraising Committee will meet soon to discuss how to go forward with the annual appeal. The Board agreed that Director Roxburgh should draft the letter this year. George Feifer suggested that the Library become more aggressive in their fundraising. The residents of Roxbury should know the costs of the Library's shift in becoming more of a community center and its need for funds.

Chair Newby reminded the Board that the Town does support a portion of the Library's budget. The Board of Finance has requested that they be kept informed of any needs that occur throughout the year. The Board agreed that it is a good idea to keep the Board of Finance and Board of Selectmen informed about the Library's financial status.

Strategic Discussion

Survey: Review and Approval of Survey

C Newby

The draft online format using Survey Monkey was distributed and reviewed. Preferences to programming hours or seasons was a suggested addition to the survey. A question of Roxbury residency should be included as well as a list of all the social media accounts. Jeff Bennett felt that a question of whether the public wants programs should be considered and specific programming hours should be requested. Additionally, an opportunity to provide contact information for potential volunteers should be included.

Joan Stracks noted that she feels the survey is much too long to receive a good response in this town. It was agreed that the survey will be printed on both sides with an eye catching statement to capture attention. The members will further review this at home and suggest edits via e-mail. Chair Newby agreed that the survey may be redundant and with care it can be reduced. The goal will be to disperse the survey on 8/21 with return date of 9/17.

Focus Groups Schedule update

C. Newby

On Thursday, July 14th the Staff Focus Group meeting lead by Pam Southworth will be held. July 27th is the Senior Focus Group meeting held at 12:30 during lunch. The Board members will lead individual groups at each table. The Weekender Focus Group will be held Sunday, September 18th in the Library Community Center late morning.

Sunday, August 28 is the 23rd Annual McCann Concert. Volunteers were discussed.

Adjournment

C. Newby

A motion was made to adjourn at 6:30 P.M. by George Feifer, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary

TREASURER'S REPORT

Meeting: July 11, 2016

Statement as of June 30, 2016

HODGE

Hodge Checking Account	\$1,496
Hodge Savings/Endowment (S. Bernstein Account)	<u>\$368,192</u>
TOTAL	\$369,688

MINOR

*Minor Checking Account	\$5,799
Minor Savings/Endowment (S. Bernstein Account)	<u>\$604,844</u>
TOTAL	\$610,643

TOTAL BERNSTEIN SAVINGS/ENDOWMENT **\$973,036**

LIBRARY GRAND TOTAL **\$980,331**

*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
June, 2016**

Collection:

No changes to the collection. I have been taking a poll of staff and patrons about the possibility of rearranging the DVD/VHS area again. Having them interfiled has been a little unpopular.

Collection as of Jul. 1, 2016

Adult fiction	11,190
Adult non-fiction	12,219
Reference	882
Junior fiction	7,353
Junior Non-fiction	4,637
Video/DVD	3,586
Audio books	1,203
Music CDs	1,127
Equipment	1
Museum Passes	<u>13</u>
TOTAL	42,211

Personnel/Volunteers:

- I went over the changes to the Personnel Policy with the staff.
- We have several teen volunteers helping Paula with the Summer Reading Program.

Meetings/Workshops:

- I attended a Bibliomation meeting on the 21st in Ellington. I'm now officially on the Board and will be meeting with them every month.

Bibliomation/Automation/Tech:

- Due to changes with the DeliverIT CT system, there have been some policy changes with how patrons can place holds. Everyone will now be limited to 5 holds at a time and no "new" items will circulate out of our library. Bibliomation is working with the Evergreen community to figure out a way to enact the new limits in our system.

Adult Services and Programming:

- Busy, busy month! Summer reading and "Exercise Your Mind" got started.
 - 4th: Doug Wilke Shepaug Dramatics exhibit opening – 156
 - 9th: Movie screening: Hail Caesar – 7
 - 11th: Meet the Authors: Amend, Schaer, Brill – 12
 - 15th: Senior Book Club – 12
 - 18th Jack Rosenberg Opening - 152
 - 20th Book Club – 9
 - 23rd Lori Monaco Brain Lecture – 14
 - 24th Meet the Author Ann Leary – 20
 - 25th SRP Kick-off with Roxbury Road Race and Harrison Kramer – 136! *This was a wonderful event. We got lots of excellent feedback from both the runners and the families.*
 - 30th Dick Sederquist Hiking & Depression – 7

- Marty Sagendorf was generous enough to provide the library with a really interesting display of antique physics apparatus.

Children's Services:

- A busy month of children's programming as well! Paula hosted weekly lapsits with 46 people all together.
- At the end of the month we started the Movies & Pizza series with a screening of The Sandlot (28 people)
- Paula and I gathered supplies for the summer reading program (special thanks to the Friends for providing the funds) and we were able to buy over \$2000 worth of prize books for under \$100 thanks to Paula's impressive box-packing skills.
- Paula visited Booth School to talk to the kids about the Summer Reading Program

Publicity:

A selection of papers that publicized our events:

- Republican American: Ann Leary, Dr. Lori Monaco, Summer Reading Program grant and events
- Voices: Ann Leary, Jack Rosenberg, Summer Reading Program
- New York Times: Meet the Authors – Brill, Amend and Schaer, Jack Rosenberg Opening

Building and Grounds

- No updates to report

Hodge

- A VERY big thank you to the Friends for leaving the Hodge in such nice order after the booksale.
- The dehumidifier was broken but *hopefully* we fixed it. It is running now.
- Alan has replaced most of the bulbs in the building with LEDs.

Statistics:

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

June, 2016

Total Circulation	1314
Reference Questions	448
Visitors	3750!
ILL Borrowed	54
ILL Lent	245
Volunteer Hours	38
Internet Use	69

Programs: Adult –10 programs, 525 people
Junior –7 programs, 227 people

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

Minor Memorial Library
July 11, 2016 Board Meeting
ART COMMITTEE REPORT

The exhibit that opened on Saturday, June 18th with artist Jack Rosenberg's paintings was well attended with about 100 people there. There is a "hold" on the two "Geisha" paintings until the client decides which one he wants.

The next show opens Saturday, August 6th and features the photography of Jay Kaplan. This show will run until Sept. 19th.

Mari Frohne

Friends of the Roxbury Library
Call to Agenda
July 2016

To: Minor Memorial Board of Trustees

Our book sale profit was approximately \$7400. The date of the Book Sale will be the first weekend of June.

Friends have agreed to help Teresa with the December Holiday Book Sale at the Hodge.

Friends have agreed to purchase books of any author presenting programs at the Library.

The next meeting of the Friends is August 22 at 5:30.

Arlene Kershner

FINAL FUNDRAISING REPORT

Fy 2016

For July 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

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 Beard Estate and \$5500 in honor of G &A Carter)

4/07 \$825

5/1 \$4000

7/11 \$955

Total to date = \$39, 610
