

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
September 12, 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
Library Director: Teresa Roxburgh
Friends of Library: Arlene Kershner
Others present: Paula Lazeski

Approval of Minutes

C. Newby

July 11, 2016

A motion was made to approve the minutes of the July 11, 2016 meeting. Motion by Cohagen, seconded by Southworth and carried unanimously.

Consent Agenda Reports for July / August 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) The group discussed the Library's new membership to lynda.com.

Regular Oral Reports

Building & Grounds

A. Johnson

Johnson reported on his research regarding what is involved in getting a dehumidifier for the Hodge. Director Roxburgh reviewed what she learned at a class regarding pests that may destroy the collections at the Hodge. She will draft a collection policy once the archivist meets with her.

Chair Newby reported that the Board of Finance will not pay for tree or hedge cutting; however, the Town will pay for the weeding of perimeter stones. She will continue to work on what should be included within the landscaping contract.

A toe catch was found at the entry between the fieldstone and pavement. A paint strip is proposed to notate the area for caution.

Programming/Publicity committee

T. Roxburgh

Director Roxburgh has agreed to edit the monthly newsletter shared with Recreation in exchange for getting a page in for the Library. She has also signed up for Eventbrite to share programming information.

Art Shows

P. Lazeski

Paula Lazeski reported on the schedule of shows. She noted that there are no shortage of artists. She described the process of art selection and the difficulties in coordinating group shows. The Board agreed that this program is not only a fundraiser, but also great outreach. She feels that more work would sell if credit card payments were accepted. The library has previously determined that it cannot accept card payments on behalf of the artist due to tax implications. Director Roxburgh explained it is easy for the artist to accept them.

Feifer has arranged for Rebecca Miller to speak and screen her latest movie, Maggie's Plan, at the Library on November 5th.

Director Roxburgh will make all the arrangements. The Board agreed that the program should be free, but require registration.

Action Agenda

Hodge Artifacts

Arsenault reported that a portfolio of wedding photos was found at the Hodge. There is someone interested in purchasing these photos. She has found no indication of historical significance to Roxbury for these photos. Also, she would like to begin researching the value of the Shakespeare portfolio. Director Roxburgh is not opposed to estimating value; however, she feels the Library should hold off on selling anything until the collection policy is developed.

A motion was made to move forward with pursuing the estimated value of the wedding photos and Shakespeare portfolio by Cohagen, seconded by Frohne and carried unanimously.

Other Business

Wine Donations, Koeppel and Kaplan

Several cases of wine has been generously donated to the Library by Koeppell and Kaplan.

Strategic Discussion

Fundraising

Annual Fund Drive Report Update

C. Newby

Personal outreach to those who did not donate this year created an additional \$1,100 in donations. The Board agreed that each member will try to take on outreach to those on the list they may know.

Plan for Sharon Danosky presentation: Dec 12 or Feb 13

C. Newby

Chair Newby attended a presentation by Danosky who agreed to present a customized version of this workshop for the cost of \$800. Arsenault noted that this seemed costly while other members felt the cost will be recovered in increased fundraising. The Board agreed that this should be scheduled for February.

A motion was made to schedule a presentation by Sharon Danosky for the cost of \$800 for February by Frohne, seconded Southworth and carried 7-1. Arsenault opposed.

Description of Salisbury CT Kitchen Tour- tabled

Judy Gafney, Guest

Strategic Plan

Survey Results to Date

T. Roxburgh

Director Roxburgh reported that 115 responses have been received. She reviewed the results of what has been received to date.

Weekender Focus Group update

C. Newby

60 invitations were sent out 120 weekenders and only three people are coming.

Elementary and high school Focus Groups plans

T. Roxburgh

Director Roxburgh reported that elementary school focus group went well. The high school focus group will be scheduled for this month.

A Special Meeting on Strategic Plan Objectives was scheduled for September 28th at 5 p.m.

Adjournment

C. Newby

A motion was made to adjourn at 6:50 P.M. by George Feifer, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,
Tai Kern

Tai Kern, Secretary