

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
October 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, Jeff Bennett, Pam Southworth, George Feifer, Kerri Arsenault, Mark Cohagen, Alan Johnson
Library Director: Teresa Roxburgh

Approval of Minutes

C. Newby

September 12, 2016

A motion was made to approve the minutes of the September 12, 2016 meeting. Motion by Jeff Bennett, seconded by Southworth and carried unanimously.

September 28, 2016

A motion was made to add to the agenda and approve the minutes of the September 28, 2016 Special meeting. Motion by Southworth, seconded by Cohagen and carried unanimously.

Consent Agenda Reports for September 2016

Treasurer's Report

P. Southworth

Director's Report

T. Roxburgh

Building & Grounds Committee

A. Johnson

Art Report

M. Frohne

Friends Report

A. Kershner

The reports included on the consent agenda were distributed via e-mail. (see attached). Director Roxburgh noted that help is needed for the Art Shows.

Regular Oral Reports

Programming/Publicity committee:

T. Roxburgh

Organizing for Nov 5 and Nov 13 programs

The Board will contribute to the reception for the November 5th and November 13 programs. They were asked to be in attendance and help serve the public as needed. The Miller movie is available at the Library if the Board would like to view it ahead of time. Concerns with the online registration were noted and that some of the public may have a problem navigating the website. Director Roxburgh agreed to review and simplify the process. Director Roxburgh will report on the registration numbers on October 19th to determine if further advertising is necessary. George Feifer agreed to write something about Miller for publicity.

Grant Application to CCF

T. Roxburgh

Director Miller reported that she applied for a grant to hire a tech consultant to review the Library's technical infrastructure and provide a plan to bring the Library up to date. If the grant is awarded, she plans to apply for an additional grant to implement the plan. She expects to know by December whether the grant has been awarded.

Action Agenda - N/A

Other Business

Review of 2015-2016 Budget vs Actual

P. Southworth

The Board confirmed their receipt of the 2015-2016 Year End Budget Review dated 10/1/16. Chair Newby reminded the group that they will be having a speaker in March who will train the Board how to better fundraise. She also commented that the Library must live within their means.

Joan Stracks and Teresa Roxburgh are organizing a holiday lunch to be held on Tuesday, December 13th at John's Cafe in Woodbury.

Strategic Discussion

Fundraising

Schedule visit with Judy Gafney on a Sat. to discuss Salisbury CT Kitchen Tour

The group agreed to organize a gathering on a Saturday for those Board members, Friends and other volunteers interested in helping.

Strategic Plan

Revised Draft of Section IV based on Sept 28 meeting
(Draft of Sections I and III TBD by C Newby)

T. Roxburgh

Discussion of Dashboards

T. Roxburgh/M. Cohagen

Next Steps/Finalization

Mark Cohagen and George Feifer will finalize the Plan by November 9th and be available for the Board to review by the November meeting in order to vote to accept the plan.

Adjournment

C. Newby

A motion was made to adjourn at 6:00 P.M. by George Feifer, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary