

**ROXBURY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
November 14, 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, Mari Frohne, and Joan Stracks  
Library Director: Teresa Roxburgh  
Friends of the Library: Arlene Kershner

**Approval of Minutes**

C. Newby

October 12, 2016

Director "Miller" was corrected to Director "Roxburgh" under Grant Application.

A motion was made to approve the minutes of the October 12, 2016 meeting as amended. Motion by Stracks, seconded by Southworth and carried unanimously.

**Consent Agenda Reports for November 2016**

Treasurer's Report

P. Southworth

Director's Report

T. Roxburgh

Building & Grounds Committee

A. Johnson

Art Report

M. Frohne

Friends Report

A. Kershner

Annual Fundraising Report

C. Newby

The reports included on the consent agenda were distributed via e-mail. (see attached). The Friends Report, Art Report and Building and Grounds Committee Report were discussed under Oral Reports.

**Regular Oral Reports**

Friends Report

A. Kershner

Arlene Kershner noted that the sound system in the Library is horrible and it is time that something is done to make an improvement and offered the Friends help. Director Roxburgh has done some research and explained that the goal is to have an integrated sound system for which grants will be sought. However, in the meantime the purchase of good speakers may be helpful. Jeff Bennett offered to donate speakers that may work. Additionally, it was agreed that they would reach out to the community to seek speaker donations.

Art Report

M. Frohne

Mari Frohne reported on the last art exhibit where there were no sales. She spoke about the current exhibit noting that the artist / author will give a talk on December 10th.

Building & Grounds Committee

A. Johnson

Alan Johnson has no update regarding the masonry. Cynthia Newby reported that the Gunn Library had a suit brought against them regarding a fall due to poor lighting. Director Roxburgh reported that the work on the sensors are nearly done.

Programming/Publicity committee

T. Roxburgh

Director Roxburgh reported that they have been very busy with programs and the Committee will be meeting again this Thursday. They currently have bookings out to Spring/Summer. The upcoming programs include a Seth Warner discussion, a holiday book sale, a Christmas book reading, and Tai Chi. Director Roxburgh will ask First Selectman Henry to announce that the Hodge is open during the Holiday Festival.

Announcement from G. Feifer

G. Feifer

George Feifer announced that he is resigning from the Board. He feels that the Library is rightly modernizing, but he has limited personal time and must complete books he is writing. The Board agreed that he will be sorely missed and

thanked him for all his contributions to this Board. It was noted that George was first appointed by the Selectmen on October 9, 2012 and then he was then elected on 11/5/2013.

#### Hodge Report

Kerri Arsenault reported that she submitted the Shakespeare book to Sotheby's as discussed and is also doing research regarding the Lucia Nelson photos. She is also working on obtaining some donated design services.

#### Action Agenda

##### Strategic Plan:

Review Revised Draft

C. Newby/T Roxburgh

M. Cohagen/G Feifer

The draft Roxbury Public Library Strategic Plan 2017-2020 was distributed and reviewed. The desire to increase cardholders and publicity was discussed. It was agreed that the next step is to attach specific goals and timelines to the plan in Director Roxburgh's goals and in goals for the Board itself. The coordination with libraries in neighboring towns will be added to the draft. The additional use of the Hodge was discussed; however, it was agreed that the Hodge is not yet ready for uses such as a rental venue.

Cynthia Newby reported on comments received from the members of the different focus groups which were positive.

Pam Southworth suggested a compelling statement to attach to the Strategic Plan that creates a personal touch and maintains a connection to the community. It was agreed that the tagline would be; "Roxbury Public Library: Inspiration, Information, Community".

#### Potential Approval by Board

A motion was made to accept the Strategic Plan with the small edits. Motion by Kerri Arsenault, seconded by Mari Frohne and carried unanimously.

#### 2017 Calendar

C. Newby

It was agreed that there shall be no Regular Meetings held in April, June, August and December. The June meeting date was corrected to the 12th and a Hodge Meeting Schedule was developed.

A motion was made to accept the 2017 Library BoT Regular Meeting Schedule as amended. Motion by Kerri Arsenault, seconded by Jeff Bennett and carried unanimously.

#### Other Business

Committee Assignments

C Newby

The Committee Assignments were reviewed. Kerri Arsenault agreed to fill the vacancy left by George Feifer as the Corresponding Secretary; however, George Feifer will remain on the Programming/Publicity Committee. Jeff Bennett also volunteered to be on the Programming/Publicity Committee. Mari Frohne asked that Kerri Arsenault be listed with Mari Frohne as co-Chair of the Hodge. Pam Southworth asked to be removed from Building and Grounds Committee since she serves now as Treasurer and since Alan Johnson has accepted a leadership role. A Donor Management Committee was added. Mark Cohagen was added to the Personnel Committee and the Nominating Committee was eliminated.

#### Luncheon Plan

J Stracks/T Roxburgh

Joan Stracks reported that the invitations for the luncheon have gone out. She will work with John's to develop the menu. It was noted that the Friend's Annual Meeting is in December and they have invited the entire Board for a pot luck dinner.

#### Strategic Discussion

2016-2017 Budget Development,  
Minor and Hodge

P. Southworth/T. Roxburgh

Pam Southworth reviewed the current year budget and noted that the sources of income are challenging. Historically the Library has taken 5% from the endowment; however, their investment advisor recommended no more than 4%. Fundraising, grants, Friends and Town contributions make up the balance of the income. She reviewed the expenses. It was noted that the proposed budget will be reviewed in January and the Board was invited to further discuss the budget by line item at the budget meeting this week.

**Adjournment**

C. Newby

A motion was made to adjourn at 6:45 P.M. by George Feifer, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,

***Tai Kern***

Tai Kern, Secretary

**Minor Memorial Library  
Director's Report  
October, 2016**

**Collection:**

Betty and Peter are progressing the Biographies. Once they finish they will start on the Fiction. Joan helped us re-catalog some items that were placed in the wrong shelving location. I hope to do a complete inventory of the library at some point to catch the rest of those mistakes.

**Collection as of Nov. 1, 2016**

Adult fiction	11,289
Adult non-fiction	12,039
Reference	879
Junior fiction	7,526
Junior Non-fiction	4,596
Video/DVD	3,392
Audio books	1,238
Music CDs	1,135
Equipment	1
Museum Passes	13
TOTAL	42,108

**Personnel/Volunteers:**

- No changes for either Personnel or Volunteers
- A HUGE "thank you" to Georgette, Renee, and everyone that helped with "Poetry From Hell". Georgette did an incredible amount of work on putting together the program and it showed!

**Meetings/Workshops:**

- Only one meeting this month: On the 4<sup>th</sup> I went to Shepaug to meet with Joan and a group of students to discuss ideas for teen involvement in the library. It was an interesting meeting and we came away with a few ideas that I hope we can put into practice.

**Bibliomation/Automation/Tech:**

- Gen from Bibliomation installed our new WiFi router. No issues so far! We can now log-in to the router to see how many people are using our wifi each month. In October we had 32 individual users (who may or may not have logged in multiple times during the month)

**Adult Services and Programming:**

- We had two major programs in October. Our series of 5 tai chi classes started up this month. It has been very well received and we are going to try to figure out how we can continue the classes. On the 21<sup>st</sup> we held our second poetry reading at the Hodge, "Poetry from Hell". It was very well attended and everyone seemed to have a great time. Although we've only done two of these readings, they seem to already be a signature RPL program that everyone looks forward to.

**Children's Services:**

- In addition to her regular programs, Paula worked incredibly hard with our volunteer Connie to put together a Halloween Storywalk. It was very well attended and the kids loved the different storywalks (especially the spooky path through the dark stacks) and crafts. Our volunteers Connie, Carolyn Greene, and Amy Yarbrough were *incredibly* helpful and it's hard to imagine how we could have pulled it off without them.

- On Halloween Paula Lazeski, Charlie, and I took part in the South Street trick-or-treating. We scared a few kids with Charlie's Riverbeast costume but a good time was had by all.

**Publicity:**

- Poetry From Hell received coverage in the local papers as did Paula's Storywalk.

**Building and Grounds**

- Tom Kowalski installed the new fan with lights in the children's area. It's not the perfect solution but the extra lighting does help. Tim is working on the motion sensor lights and will hopefully have that completed in the next few weeks.
- We are still waiting on the leveling of the stones at the front entrance.

**Hodge**

- Book sale on December 3<sup>rd</sup>!
- Our travelling archivist will be visiting us in January. As part of the grant I will be attending monthly archive training classes around the state.

**Statistics:**

**September, 2016**

**Total Circulation      1290**  
**Reference Questions    241**  
**Visitors                    1191**  
**ILL Borrowed            86**  
**ILL Lent                    215**  
**Volunteer Hours        28**

**Programs: Adult – 6 programs, 65 people**  
**Junior – 12 programs, 185 people**

**October, 2016**

**Total Circulation      1181**  
**Reference Questions    330**  
**Visitors                    1610**  
**ILL Borrowed            120**  
**ILL Lent                    207**  
**Volunteer Hours        56**

**Programs: Adult –7 programs, 136 people**  
**Junior –10 programs, 363 people**

Friends of the Roxbury Library  
Call to Agenda  
November 2016

To: Minor Memorial Board of Trustees

Congratulations on the recent successful programs (Poetry, and Rebecca Miller).  
The sound system at the Minor is inadequate and Friends would like to consider financial assistance to updating the system.

New museum passes have been obtained for the library- Check list at the library.

Thank you for inviting the Friends Board to your luncheon.

Friends will help Teresa with the December 3 Holiday Book Sale at the Hodge.  
Hours 5-9.

Teresa will be inviting your board to our potluck dinner at Sharon Faanes house on  
December 16 at 6.

On Saturday, May 6 at 2 - we will be sponsoring a Tea with Friends – details to follow

The next meeting of the Friends is November 28 at 5:30.

Arlene Kershner

## **FUNDRAISING REPORT**

**As of November 11, 2016  
For November 14, 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**

**2015-2016 \$39,760**

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**THIS YEAR'S ANNUAL GOAL FROM FUND DRIVE MAILER = \$35,000**

**Initial November donations: \$6715 + 3481 = \$10, 196**

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# TREASURER'S REPORT

Meeting: Nov 14, 2016

Statement as of October 31, 2016

## **HODGE**

Hodge Checking Account	\$1,843
Hodge Savings/Endowment (S. Bernstein Account)	<u>\$366,337</u>
<b>TOTAL</b>	<b>\$368,180</b>

## **MINOR**

*Minor Checking Account	\$15,795
Minor Savings/Endowment (S. Bernstein Account)	<u>\$587,204</u>
<b>TOTAL</b>	<b>\$602,999</b>

**TOTAL BERNSTEIN SAVINGS/ENDOWMENT** **\$953,541**

**LIBRARY GRAND TOTAL** **\$971,179**

\*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