

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
January 8, 2018**

MINUTES

CALL TO ORDER

Cynthia Newby, Chairwoman, called the meeting to order at 5:00 P.M.

Board of Trustees Present: Cynthia Newby, Mark Cohagen, Pam Southworth, Ciara Gorglione, Mary Schinke, Alan Johnson, Jeff Bennett

Friends of the Library: Arlene Kershner

APPROVAL OF MINUTES

C. Newby

November 13, 2017

Motion: To approve the minutes of November 13, 2017 meeting. Motion by Schinke, seconded by Southworth and carried unanimously.

CONSENT AGENDA REPORTS FOR NOVEMBER & DECEMBER 2017

Treasurer's Reports, November & December

P. Southworth

Director's Report

T. Roxburgh

Art Report

P. Lazeski

Friends Report

A. Kershner

Fundraiser Report

C. Newby

The reports included on the consent agenda were distributed via e-mail. (See attached)

Chairwoman Newby stated the Barry Blitt show was excellent. There was \$5000.00 in commissions generated from sales between the art show and the Hickory Stick Bookshop.

Arlene Kershner stated approximately \$8000.00 was collected from the Kitchen Tours event.

REGULAR (ORAL) REPORTS

Programming

T. Roxburgh

Chairwoman Newby stated Director Roxburgh has given us a handout on upcoming programs. The Board is requesting program counts be reported on a program by program basis, and not on a monthly basis, which combines numerous programs.

Front Step Lighting Repair

P. Southworth

Pam Southworth reported Tom Kowalski is picking up the parts to repair the front step light. The Library should be reimbursed by the Town.

ACTION AGENDA

Budget Discussion and

Approval of 2018-2019 proposal

P. Southworth

Approval of Cover Letter

P. Southworth

The proposed budgets for Minor Memorial Library and Hodge Memorial Library and Museum were distributed and reviewed. For FY 18/19, the Library is requesting \$117,400.00 from the Town, which is slightly less than a 2% increase from

\$115,100.00. Pam Southworth explained the Hodge Memorial Library and Museum budget is very straightforward, with cleaning being one of their highest expenses. Regarding Minor Memorial Library, the Library is requesting \$6000.00 on the Capital Expenditure Request, with \$5000.00 going into escrow for future roof replacement, and \$1000.00 to repair drainage in the Contemplation Garden. Pam Southworth went on summarize some of the following costs the Library must now cover:

- Due to a decrease in state assistance the Library must now cover the costs to participate in the Interlibrary Loan Program-\$2,405.00.
- The State of CT no longer reimburses the Library for reporting statistics-\$1,090.00.
- There is no longer free internet- \$1800.00.

It was noted the Friends of the Library have offered to cover circulation costs, refreshments, and buy new tables to replace existing ones which are too heavy.

Motion: A Motion was made to go into Executive Session at 5:32 P.M. by Southworth for a discussion of personnel salary increases; seconded by Cohagen and carried.

Motion: A motion was made to leave Executive Session at 5:45 P.M. by Schinke, seconded by Southworth and carried.

Pam Southworth reported a grant for \$1500.00 was received to be used for an environmental program.

Motion: A motion was made to approve the 2018-2019 Budget Proposal, and Cover Letter, noting the Cover Letter may be changed to correct small grammatical errors; by Schinke, seconded by Johnson and carried unanimously.

Approval of Proposed 2018 Holiday Schedule

T. Roxburgh

Motion: A motion was made to approve the 2018 Holiday Schedule by Schinke, seconded by Southworth and carried unanimously.

STRATEGIC DISCUSSION

There was nothing discussed.

OTHER BUSINESS

Library Holiday Lunch

J. Stracks

It was decided that the Library Holiday Lunch would be held at John's Café on February 6, 2018.

AV Committee

C. Newby

Chairwoman Newby reported that the Library is getting a lot of quotes regarding window treatments and carpeting in the community studio. It was advised to go back to the Minor Memorial Library original architect, Noyes Vogts Architects, to see what they would recommend regarding noise mitigation in this area.

2018 Board Calendar: Review

C. Newby

Chairwoman Newby reminded everyone the Board only meets nine times a year. Meetings during the months of April, August, and December are scheduled as needed. An Alliance Bernstein representative will be invited to the March meeting. Director Roxburgh is being asked to present state statistics at the February meeting.

Committees: Review

C. Newby

Vacancies on Committees were reviewed.

Friends Meetings Participation

C. Newby

The group signed up for their Friends of the Library meetings attendance.

ADJOURNMENT

Motion: To adjourn the meeting at 6:16 P.M.; Motion by Schinke, seconded by Southworth, and carried unanimously.

Respectfully submitted,

Julie Cady

Julie Cady, Secretary

These minutes are not considered official until approved at the next meeting of the Roxbury Public Library Board of Trustees.

**Minor Memorial Library
Art Committee Report
January 2018**

ART REPORT

The Barry Blitt exhibit ran over the holidays—Nov. 18 through Dec. 30. Total art sales were \$21,000. The Library's commission is \$4200. In addition, Hickory Stick Bookstore sent us a check for \$595 for opening reception sales of the book "Blitt."

Total: \$4795

Paula Lazeski

TREASURER'S REPORT

Meeting: Jan 8, 2018

Statement as of November 30, 2017

HODGE

Hodge Checking Account	\$4,510
Hodge Savings/Endowment (S. Bernstein Account)	<u>\$399,351</u>
TOTAL	\$403,861

MINOR

*Minor Checking Account	\$14,414
Minor Savings/Endowment (S. Bernstein Account)	<u>\$655,784</u>
TOTAL	\$670,198

TOTAL BERNSTEIN SAVINGS/ENDOWMENT	\$1,055,135
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LIBRARY GRAND TOTAL	\$1,074,059
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*Note: Contemplation Garden funds have been consumed. Walkway Fund is 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
NOVEMBER/DECEMBER, 2017**

Collection:

Our main collection changes involved reorganizing some of DVD collection. We weeded a good chunk of our VHS and used the extra space to expand the DVD series section and create a new non-fiction DVD section. So far so good with patrons using the new spaces. Other collection projects included cleaning up some cataloging discrepancies in our local author and non-fiction sections. We also continued to weed in the fiction and juvenile non-fiction areas.

Collection as of JAN. 1, 2018

Adult Fiction	11143
Adult Non-fiction	12021
Reference	885
Junior Fiction	7022
Junior Non-fiction	4490
YOUNG ADULT	837
Video/DVD	3168
Audio books	1315
Music cds	1159
Museum Passes	24
Equipment	2
TOTAL COLLECTION	42066

Personnel/Volunteers:

- Sarah went on medical leave at the end of November. She will do some work from home to help us with press releases and getting a few programs set up. We anticipate that she will be back sometime in April.
- A big thank you to our Friends of the Library for all of their hard work getting ready for the Holiday Book Sale!

Meetings/Workshops:

- Silky attended a training session for the new state-wide interlibrary loan system on November 13th
- On the 14th Betty went to the bibliomation circulation meeting. The main subject of that meeting was an update to Evergreen that occurred at the beginning of December.
- On the 15th I attended the monthly Bibliomation Board Meeting. No big updates except that bibliomation is still looking into getting our own delivery service. We are putting the estimated cost of that service in our next budget.

Bibliomation/Automation/Tech:

- Evergreen had a big update at the beginning of December. None of the changes make much of a difference for our day-to-day operation. One new feature will allow for patrons to register for a card online (they would still need to verify ID and pick up their card in-person though).
- I have added a few new subscriptions to our ROKU. Now we have Netflix, Amazon, HULU, and Acorn. Trying to convince people to give it a try is the challenge!

Adult Services and Programming:

- We had several programs throughout November and December here is a list: the final installment of Doug Winkel's Charlie Chaplin series on November 4th, "Urban Archaeology" on the 9th, our Kitchen Tour on November 11th was a *huge* success, Barry Blitt had his art opening and book signing on the 18th and it also had an incredible turnout, our holiday book sale was on December 2nd and the Friends made about \$900 that day, on the 16th Doug Schlicher performed a reading of a chapter from *The Wind In the Willows* to an enraptured audience of 19 at the Hodge, our final program before the holidays was a wine tasting at the Hodge with John Bordeau from *The Owl* in New Preston, we had a sold out crowd of 25 and it seemed like everyone had a wonderful time.
- In 2018 we are looking forward to our series of program on Roxbury Geology and Conservation. We received a grant to support the series as well as a donation (to the Friends) from a new donor.

Children's Services:

- In addition to Paula's regular slate of children's programs (lapsit, storytime, and two afterschool programs each month) Paula also hosted a holiday craft day. Although the original date was cancelled due to snow, several children and their families came on the make-up day to create all kinds of fun gifts.
- Paula has started researching ideas for our 2018 summer reading program and we should have some fun events lined up.
- We are developing ideas to get our 4th and 5th graders more involved in the library. We will probably be adding another after-school program each month beginning in the new year.

Publicity:

- Our Kitchen Tour was very well publicized in several local newspapers as was our Barry Blitt exhibition. The Lakeville Journal has a new editor and she has expressed an interest in promoting more events in southern Litchfield county. We look forward to working with her.

Building and Grounds

- We have ordered the replacement fixtures for the front steps. They are made to order so we are still waiting to have them installed.
- The A/V Committee is moving ahead researching ideas for improving our community studio acoustics. We are also looking into having an architect or interior designer to help us out.

Hodge

- All is well at the Hodge. It looked great over the holidays! Very festive.

Friends

- The Friends of the library have purchased a set of 22 tables for the library. They look great and weigh much less than the old ones!

November, 2017

Total Circulation	1130
Reference Questions	376
Visitors	1626
ILL Borrowed	112
ILL Lent	200
Volunteer Hours	26

Programs: Adult –7 programs, 645 people
Junior –7 programs, 62 people

December, 2017

Total Circulation	1181
Reference Questions	342
Visitors	1514
ILL Borrowed	97
ILL Lent	196
Volunteer Hours	23

Programs: Adult – 6 programs, 293 people
Junior –11 programs, 108 people

Friends of the Library

Tentative Meeting Schedule

January 22, 2018

February 26, 2018

March 26, 2018

April 23, 2018

May 28, 2018

No June or July Meeting

August 27, 2018

September 24, 2018

October 22, 2018

November 26, 2018

FUNDRAISING REPORT

As of Janu 4, 2018

For Janu 8, 2018 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

2016-2017 \$42,649

THIS YEAR'S ANNUAL GOAL FROM FUND DRIVE MAILER AND FUND RAISING EVENTS

BY FY END JUNE 30, 2018: \$35,000

Contributions to date: \$23,972

Kitchen Tour Net: \$8188

TOTAL TO DATE: \$32,160

Note that Kitchen Tour funds are earmarked for Community Studio Renovation

TREASURER'S REPORT

Meeting: Jan 8, 2018

Statement as of December 31, 2017

HODGE

Hodge Checking Account	\$3,883
Hodge Savings/Endowment (S. Bernstein Account)	<u>\$400,981</u>
TOTAL	\$404,864

MINOR

*Minor Checking Account	\$6,463
Minor Savings/Endowment (S. Bernstein Account)	<u>\$658,440</u>
TOTAL	\$664,903

TOTAL BERNSTEIN SAVINGS/ENDOWMENT	\$1,059,421
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LIBRARY GRAND TOTAL	\$1,069,767
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*Note: Contemplation Garden funds have been consumed. Walkway Fund is 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

Upcoming Programs 2018

(not including art openings)

January

- Conservation Commission/Library series on Roxbury Ecology and Conservation: Part I – Roxbury's Water with Tim Abbot of the Housatonic Valley Association
- Oscar film series (starts at the end of the month. Dates and titles TBA)

February

- Prescription Drug FAQs with Gary Steinman
- Film History with Doug Winkel (a three-part series)
- Conservation Commission/Library series on Roxbury Ecology and Conservation: Part II – Kids water program

March

- Creating Programming for CTV-192. Learning about Community Access TV.
- Conservation Commission/Library series on Roxbury Ecology and Conservation: Part III – Lawn Care for a healthy aquifer

April

- Boot Camp for your Senses with Tovah Martin
- Voices of Poetry

June

- Book Sale
- Conservation Commission/Library series on Roxbury Ecology and Conservation: Part IV – Guided Trail walk with the Land Trust. Learning about Wetlands at the River Road Preserve.
- Summer Reading Program Starts!

July

- Weekly SRP events for kids and families

August

- Annual McCann Concert featuring Heart & Soul (also the kick-off to our year-long 25th Anniversary)

November

- Veteran's Day Poetry at the Hodge

Other stuff in the works: a coffee tasting with Sacred Grounds (Sherman, CT), Pete Gurney Retrospective, Fox Hollow Farm book talk

Friends of the Library

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September 24, 2018

October 22, 2018

November 26, 2018