

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
February 12, 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, Kathleen Keefe, Joan Stracks

Library Director: Teresa Roxburgh

Friends of the Library: Arlene Kershner

APPROVAL OF MINUTES

C. Newby

January 8, 2018

Motion: To approve the minutes of January 8, 2018 meeting. Motion by Schinke, seconded by Stracks and carried unanimously.

CONSENT AGENDA REPORTS FOR

Treasurer's Reports, January 2018

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 fundraising to date is pretty much where it should be.

REGULAR (ORAL) REPORTS

Programming

T. Roxburgh

Director Roxburgh reported the Our Water in Our Environment- Roxbury's Drinking Water program was very well attended. The next one is in March on healthy lawns and aquifers. The children's water program is being held February 24, 2018.

Oscar movie screenings have been low. It was noted people really want to see the best picture nominees.

Front Step Lighting Repair

P. Southworth

Pam Southworth reported the electrician has installed one light. He's been trying to work on reasonable weather days. He will also be updating the timers on the outside lights.

ACTION AGENDA

There was nothing discussed.

STRATEGIC DISCUSSION

Library Usage Statistics and Strategic Plan Check

T. Roxburgh

Director Roxburgh reviewed the annual stats and key findings with the Board. This is the first time the state has provided such statistics. The following was noted:

- There is an increase in print circulation in Roxbury, where other libraries are seeing a decline.

- Roxbury's e-media circulation has been increasing.
- Children's circulation is lower than in other towns, but Roxbury does have fewer children than others.
- There is a lot of borrowing to and from other towns. This shows the importance of the state's inter-library delivery system (DeliverIT).
- There is a very low collection turnover rate showing that the Library needs to weed out older and unused books.
- The Library is on track with collection spending.
- There is a slight decrease in library card holders, but many families share one card. A new service will allow patrons to register for a card online which will hopefully increase the number of card holders.
- Programs are well attended. Above the state average.
- Children's programs have grown, but more options are still needed for older children as stated in the Library's strategic plan.
- The Library is busier than similar small towns, and open fewer hours too. Members were surveyed on the hours of operation, most were fine with the existing hours. Some would like more evening hours.
- The Community Commitment Index showed the town is supportive of the library both through municipal support and donations.

OTHER BUSINESS

Library Holiday Lunch

J. Stracks

Joan Stracks reported the Holiday Luncheon held at John's Café went very well and was well attended. She noted Chef Dennis was very generous with the portions, and that he added some dishes that were not on the menu.

AV Committee

C. Newby

Chairwoman Newby reported that the AV Committee met with Tom Gribbin of Noyes Vogts Architects, regarding noise mitigation in the community studio. They spoke about using skim coated ceiling panels. The Board was receptive to the idea. Chairwoman Newby will contact him to get a price quote range on the installation of the panels.

Board of Finance Budget Review

P. Southworth

Pam Southworth reported she, Chairwoman Newby, and Director Roxburgh will be attending the Board of Finance Meeting on February 20, 2018 at 7:00 P.M. at Roxbury Town Hall to review the Library's proposed budget.

Plans for the 25th Anniversary Year

C. Newby

Chairwoman Newby reported the McCann Concert in August will kick off the 25th Anniversary Year for the Minor Memorial Library. As part of the celebration, she proposed holding an art show utilizing local talent. Each artist would be asked to donate a 10" x 10" piece of artwork they created, and to sign it on the back. All pieces would be sold at the same price, and the buyer would only discover who the artist is after the sale. The proposed show would take place in August 2019. The Board was supportive of the idea.

ADJOURNMENT

Motion: To adjourn the meeting at 6:10 P.M.; Motion by Stracks, seconded by Schinke, 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.

ANNUAL STATS REVIEW

as they relate to our Strategic Plan

I. KEY FINDINGS AND RECOMMENDATIONS

- **The need to maintain robust collections.** A recent survey released by the Pew Research Center showed that Americans still have a preference for reading traditionally printed books. This preference is reflected in the steady circulation statistics of the Roxbury Library. In this, Roxbury differs slightly from a reported statewide trend of a decline in book circulation.
- **The need to increase programs.** Programs and events have grown in popularity and are a clear trend in library offerings to educate and enlighten the community.
- **The need to maintain the majority of current operations.** Most community members expressed satisfaction with library operations, the collections, and the increasing number of programs.
- **The need to realign library operating hours.** Patrons' feedback in certain demographics indicated that library hours do not work with their schedules.
- **The need to increase a focus on older children.** To improve service to the under-18 population, the library needs to add programs, materials, and opportunities for older children, in particular for ages 9-13.

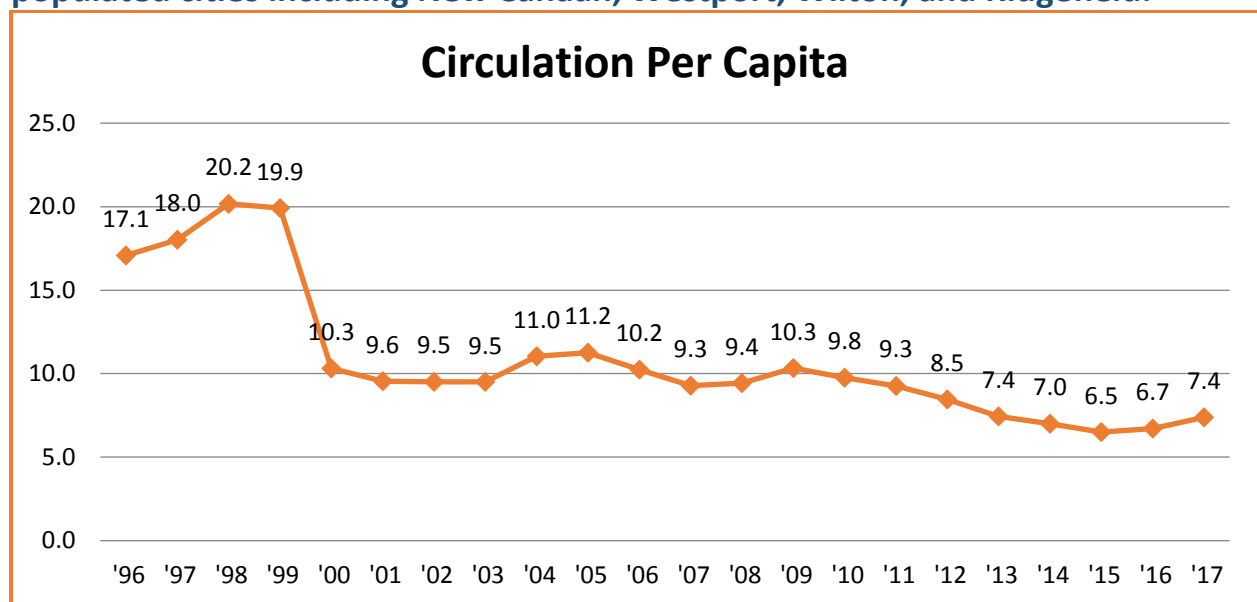
Goal

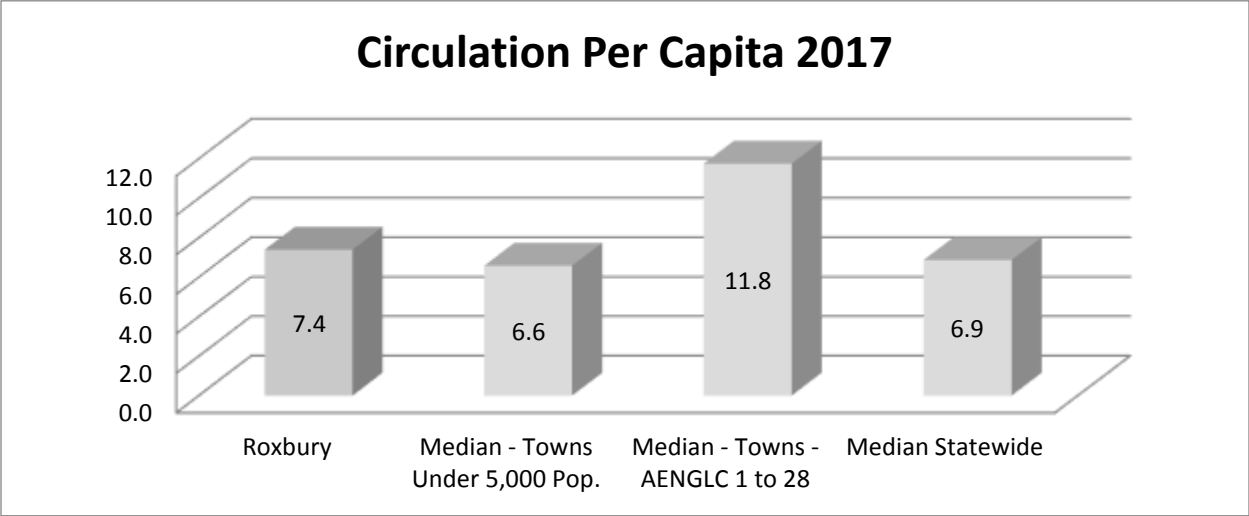
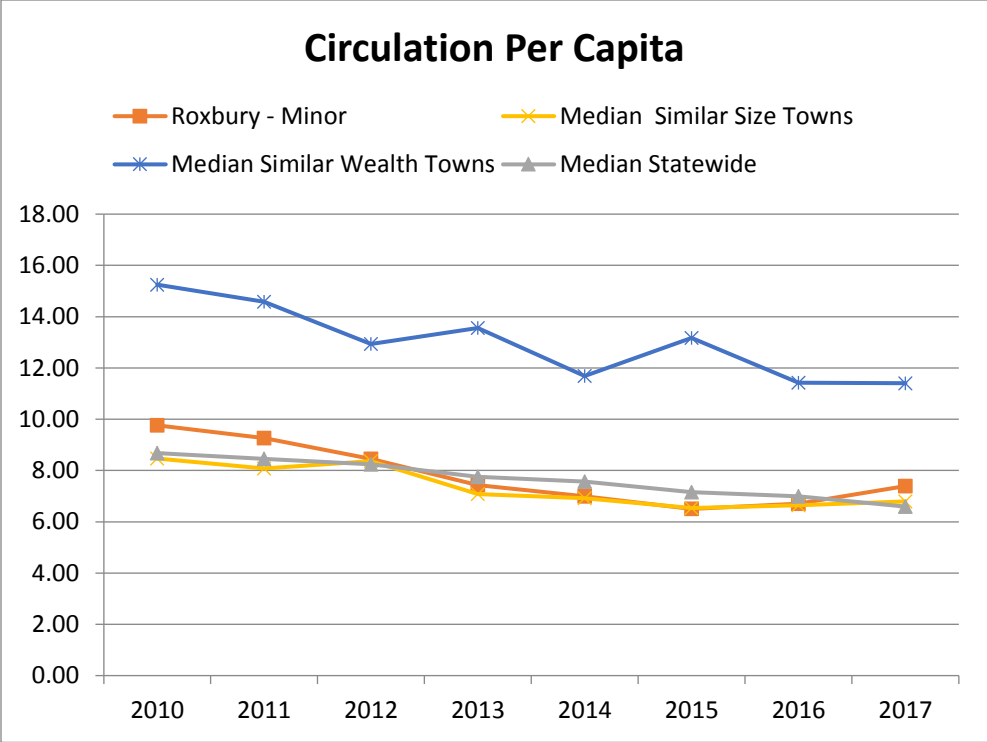
To offer a collection that is relevant to the needs of the community, is accessible to all, and is well-maintained (preserved, enhanced, replaced or removed) in accordance with the library's vision, mission, and budget.

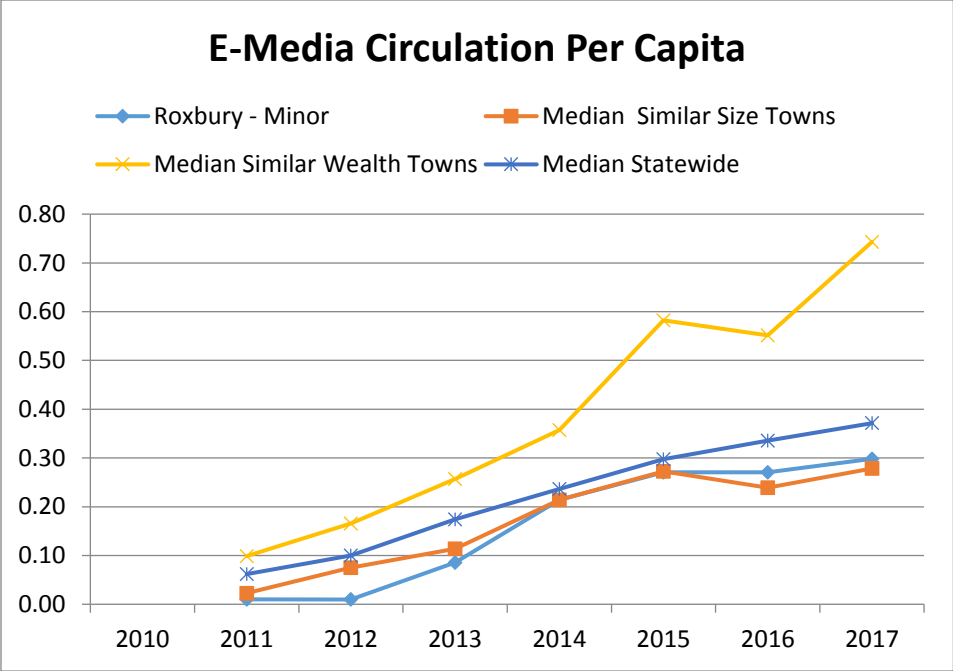
Objectives

- Increase circulation and use of collections and online resources.
- Improve records and access to historic collections at both the Minor and the Hodge.
- Work with local schools on acquiring relevant materials.

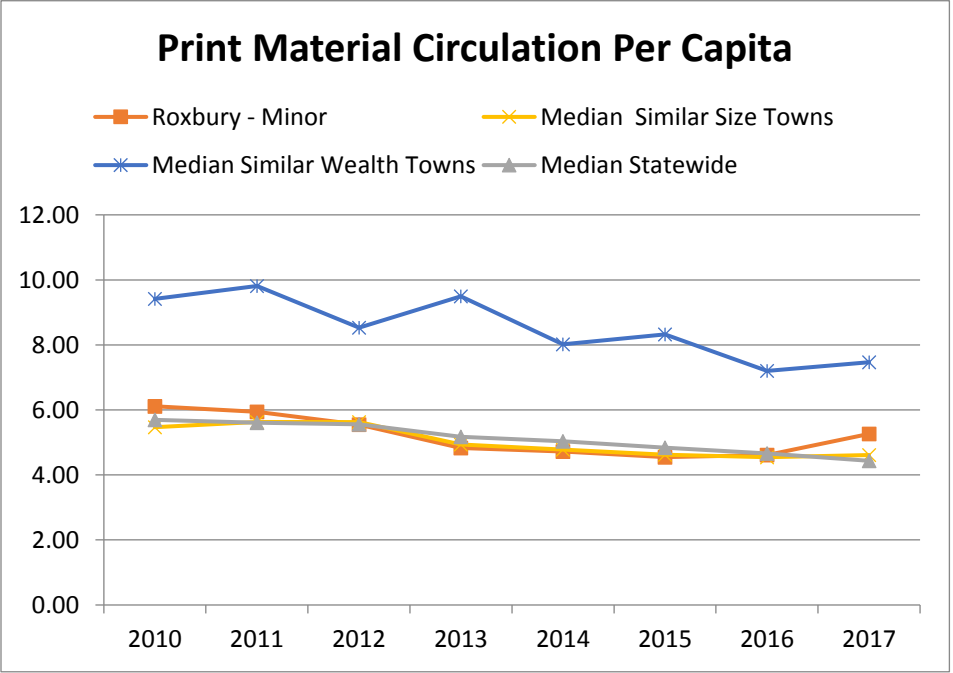
Our circulation is similar to trends across the state but in recent years we have seen an increase where other towns have continued to decrease. Keep in mind that our “similar wealth towns” include several larger and more densely populated cities including New Canaan, Westport, Wilton, and Ridgefield.



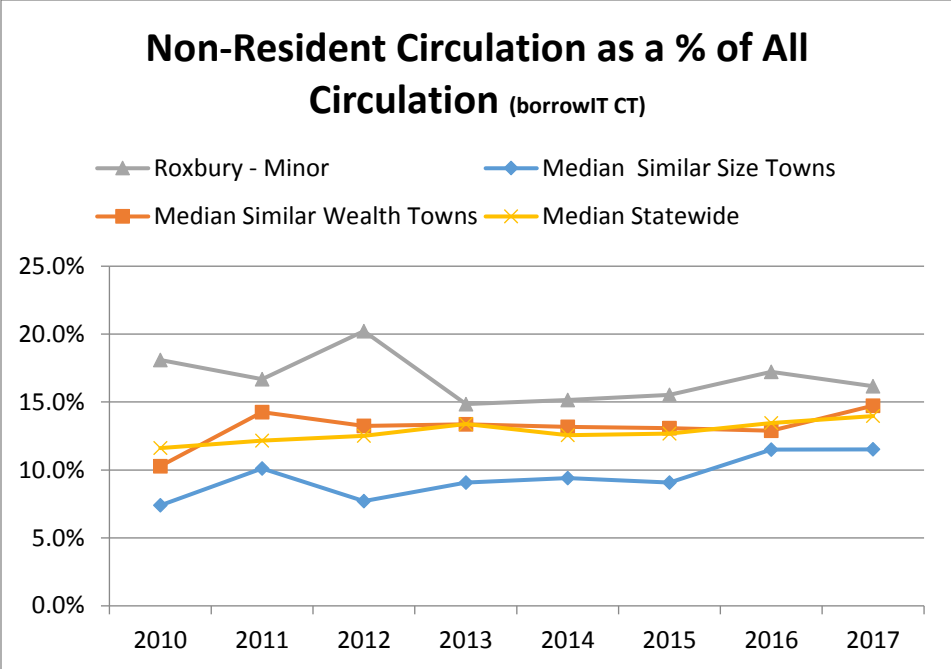




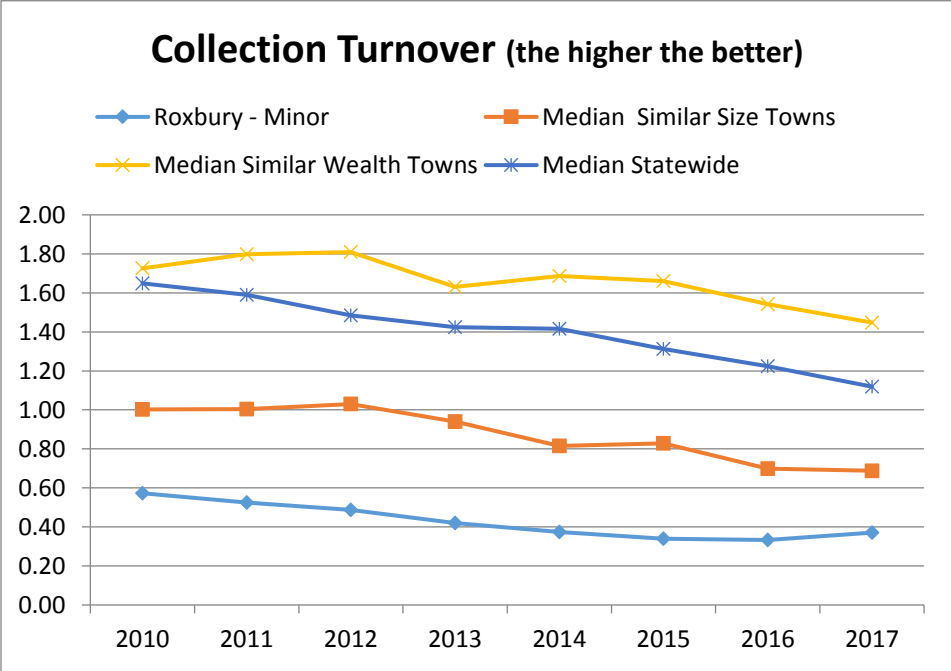
An increase in print circulation where others are seeing decline as noted in our Strat Plan.

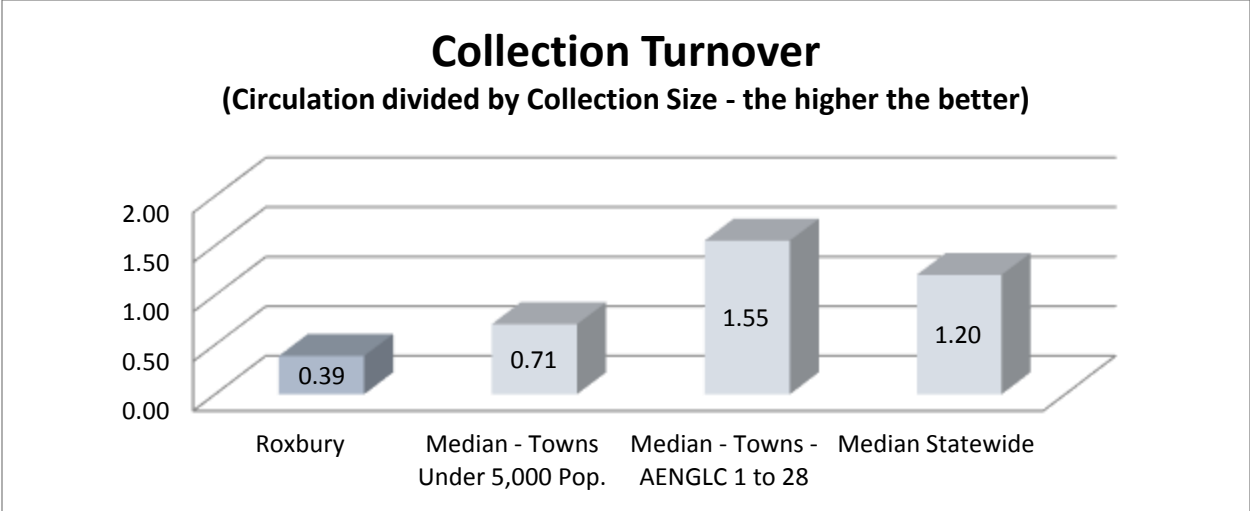


We do a lot of business with our neighbors!

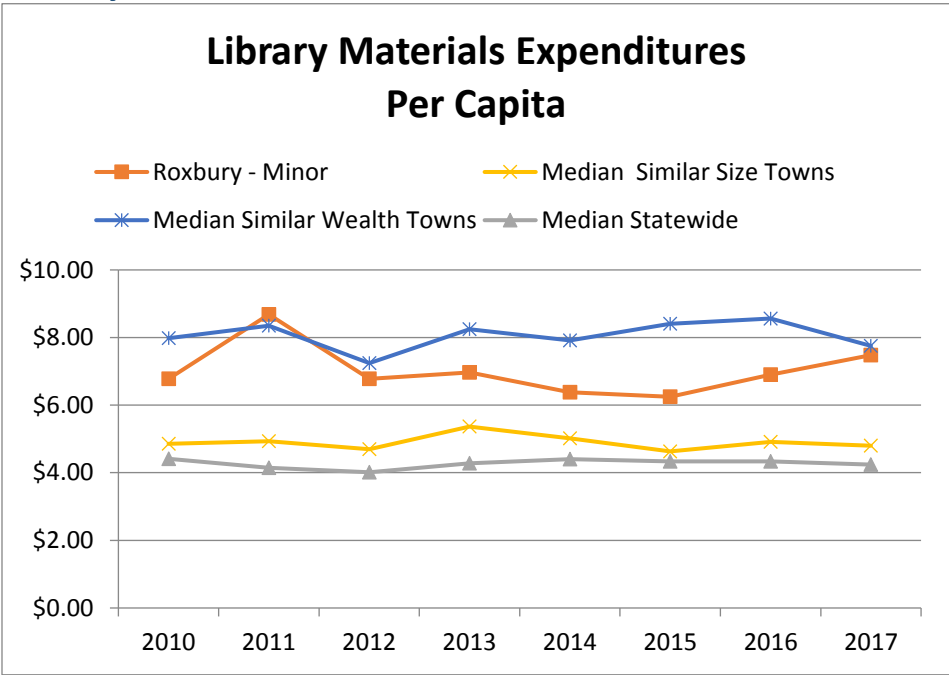


Our turnover rate is pretty sad. This number reflects how much of our collection is checked out relative to the size of the collection. This indicates to me that we need to do more weeding to get rid of the excess.





Although our turnover isn't good, we are on track with our collection spending. Thank you Friends!



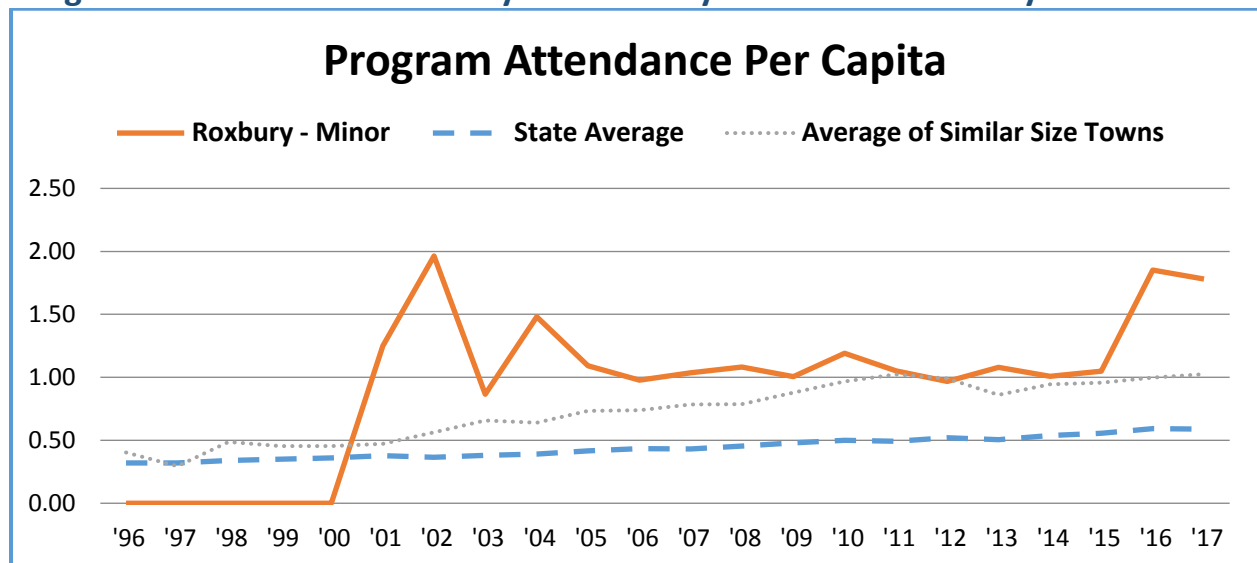
Goal

To create programs that support the mission of connecting the community with the world of ideas, information, culture, and entertainment.

Objectives

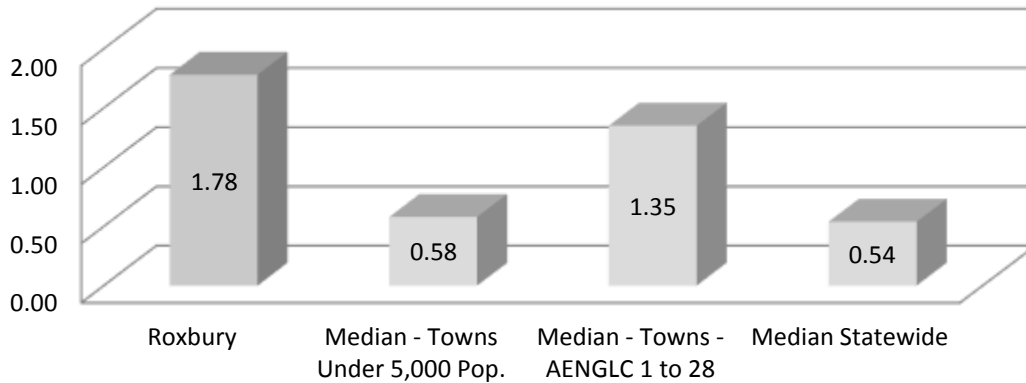
- Expand offerings for older children and families.
- Increase attendance at adult programs.
- Improve technology education offerings for all ages and abilities.
- Measure patron satisfaction with programming by participation and by post-program individual surveys to assess impact.

Program attendance held steady for several years but has recently increased.



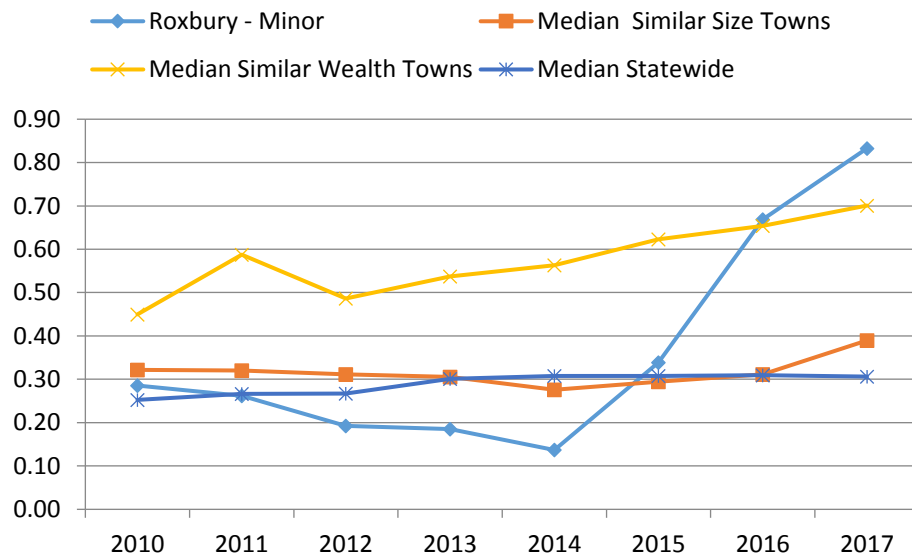
We do get a good response from our town which is nice!

Program Attendance Per Capita



Our children's programming has grown. We still need to add more options for older children though.

Children's Program Attendance Per Capita



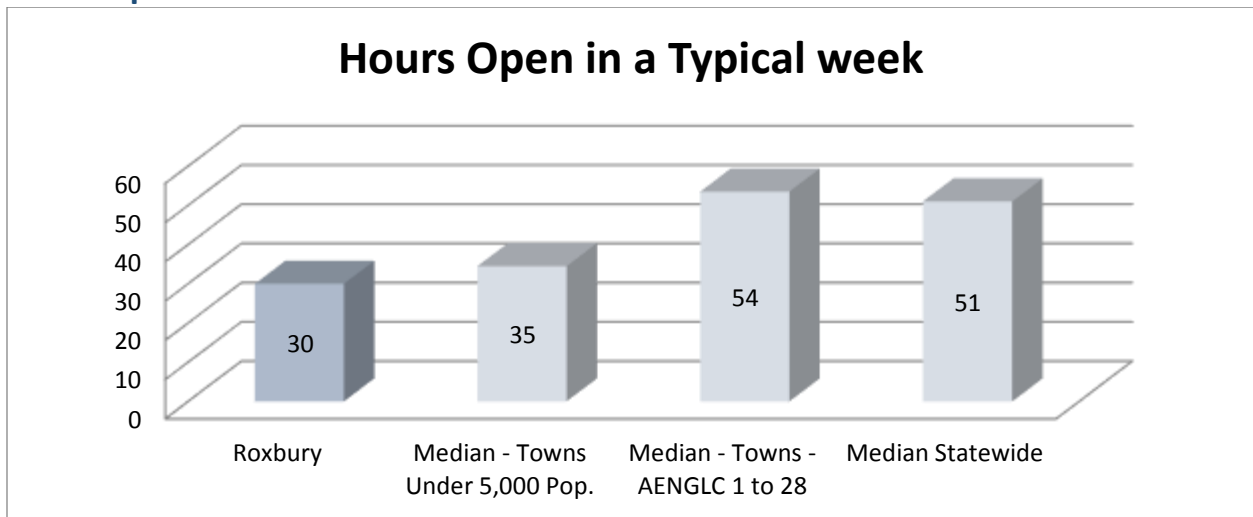
Goal

To ensure the library reflects its community as we provide a welcoming, safe, valuable and central public space. It is a meeting place for personal and professional development, for cultural engagement, and intellectual growth.

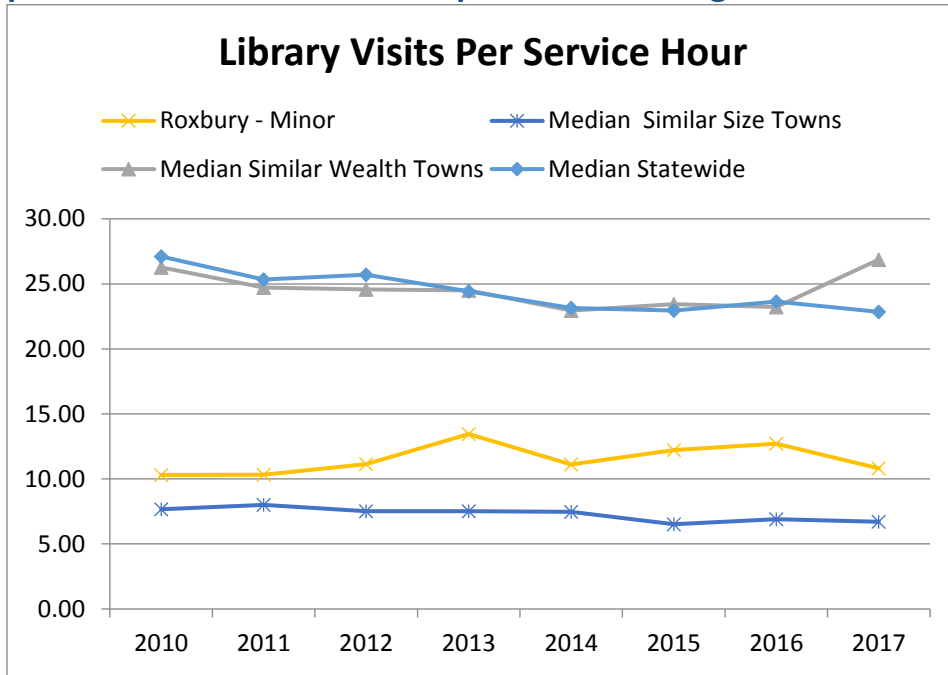
Objectives

- Improve patrons' sense of welcome in the library and in the library's online presence.
- Align the library's physical and digital spaces with patron needs.
- Increase partnerships with other groups in the community.
- Secure annual contributions to provide funds for improvements to digital access.

We're open less than similar libraries



We're busier than other small towns (many of which are open more hours than we are) so that might mean that the hours we *are* open work well for our patrons. Is there room for improvement though?



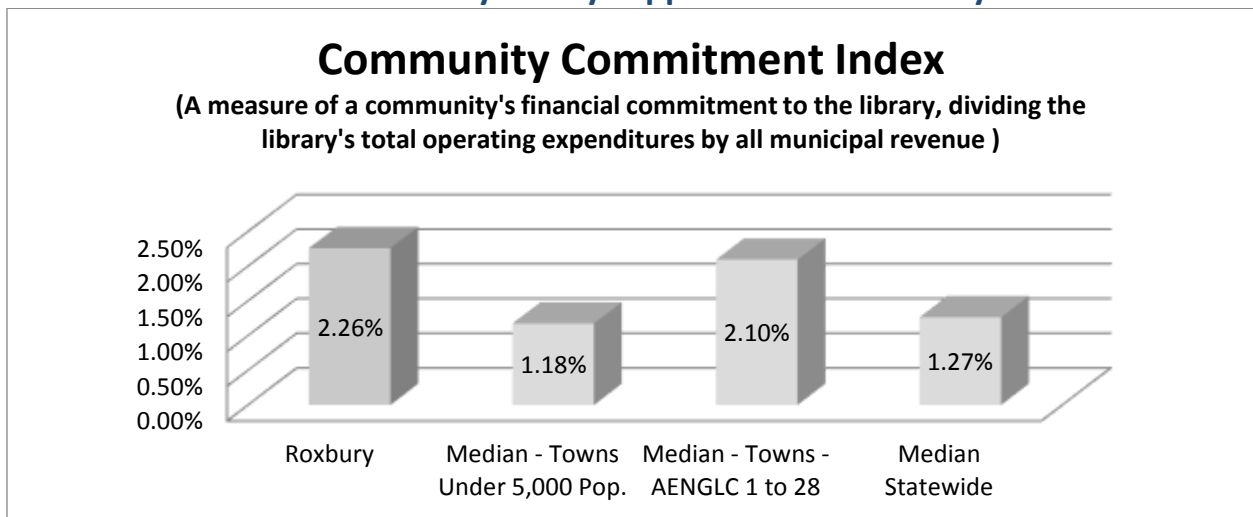
Goal

To be a successful, responsive library that has a leadership role in the community by having a well-supported staff, an informed Board, and a fiscally and environmentally responsible eye toward the future.

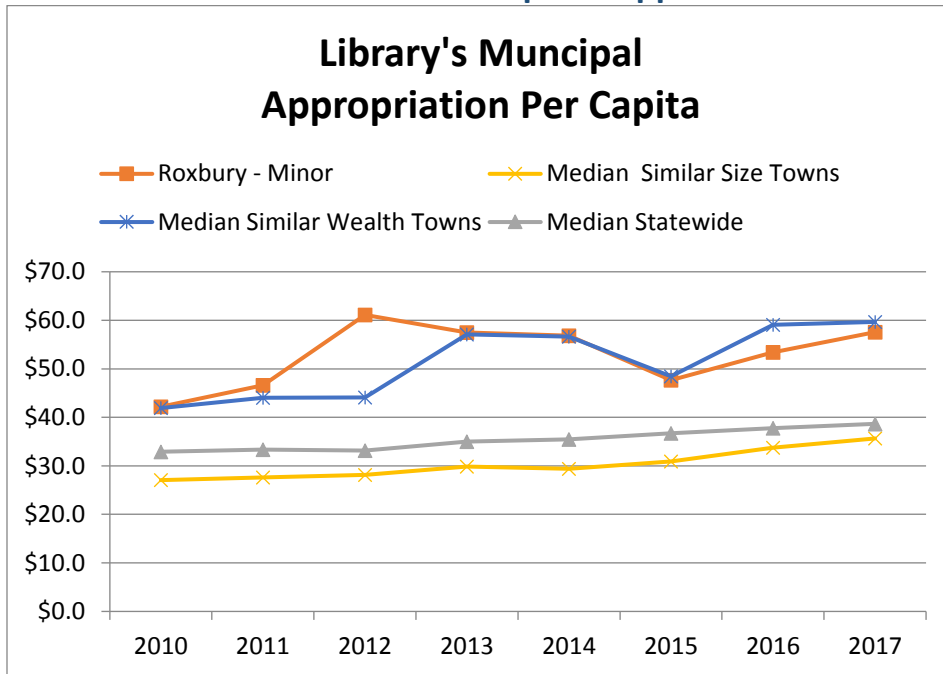
Objectives

- Improve staff communication, technology training, and professional development.
- Implement innovative events for fundraising.
- Focus on sustainability, both financial and environmental.
- Monitor and respond to our changing demographics and fiscal environment.
- Increase the number of ways for patrons to provide feedback and suggestions.

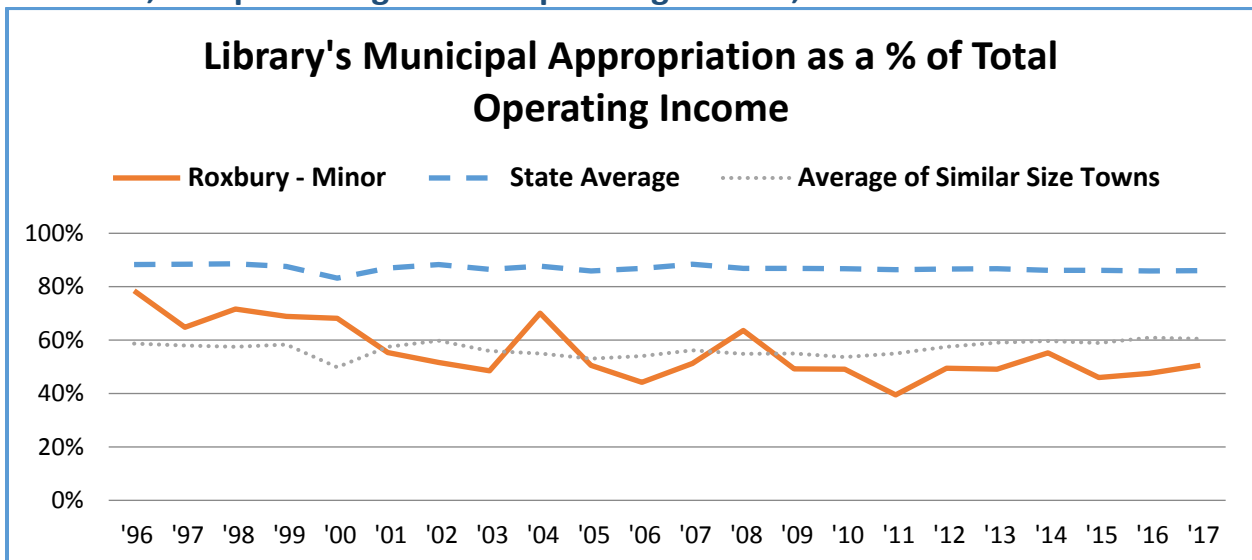
This shows that the community is very supportive of our library.



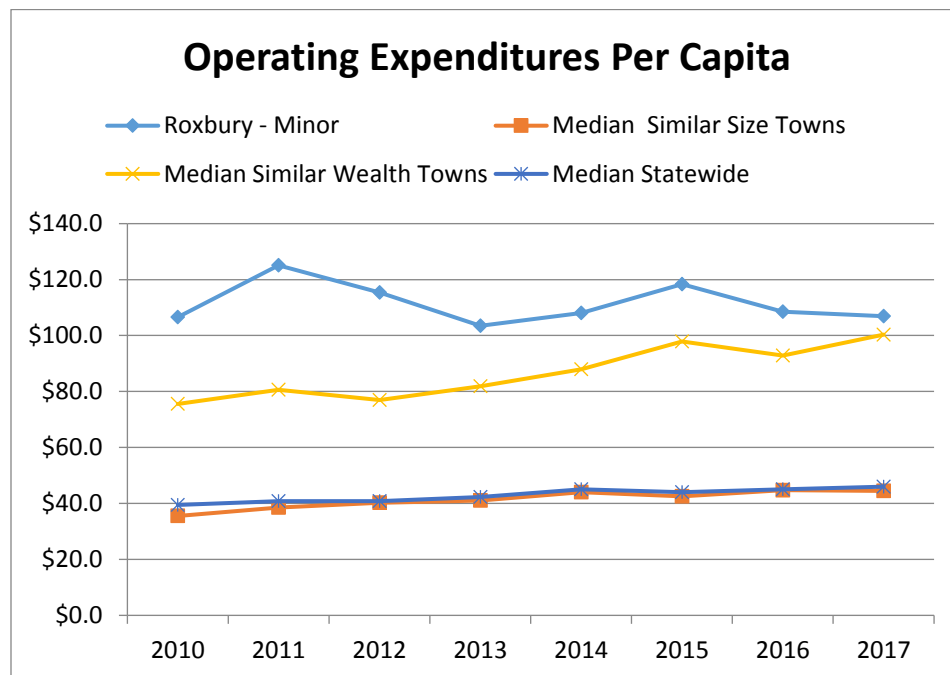
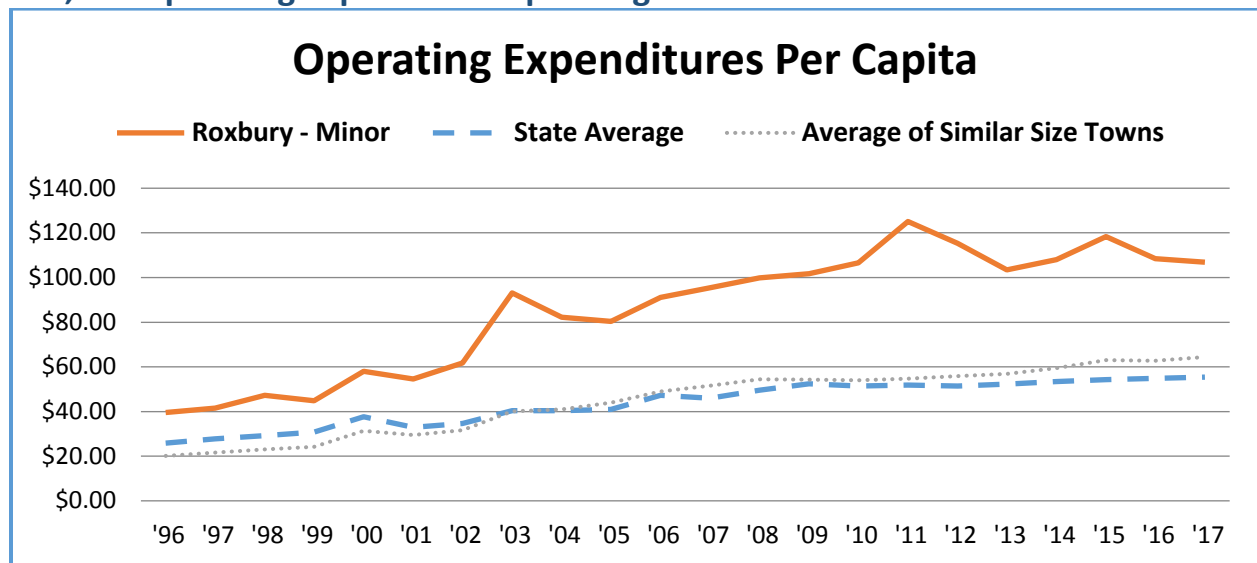
This shows that our town is also quite supportive.



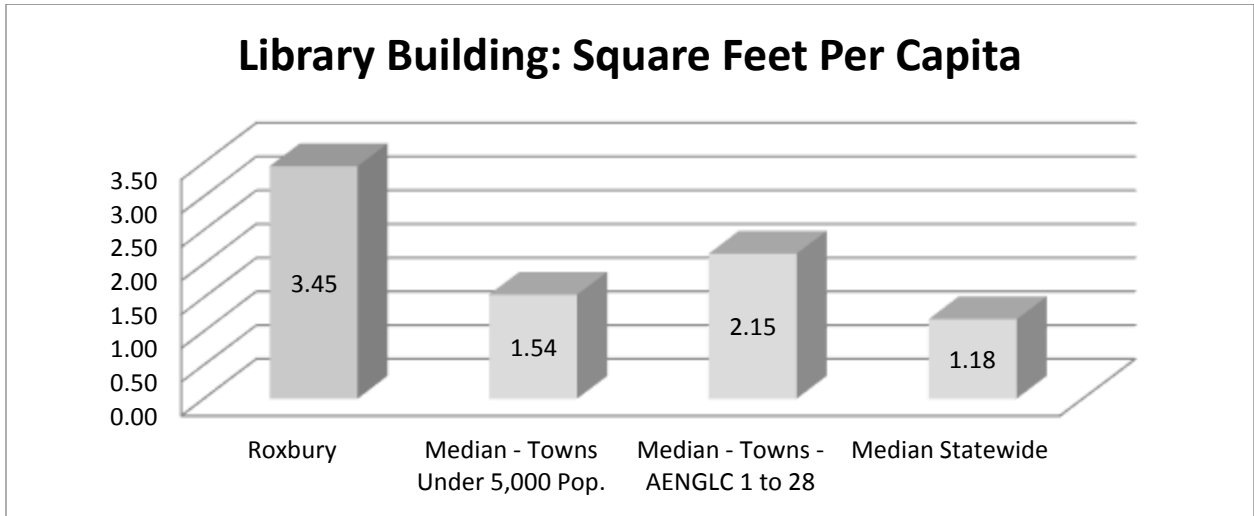
However, as a percentage of our operating income, the town falls short.



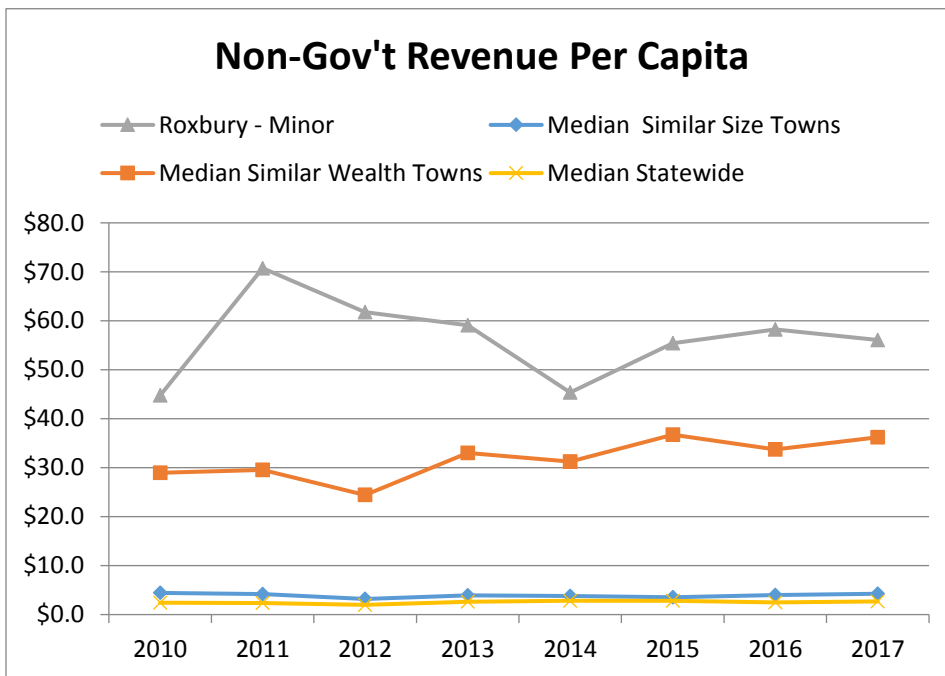
But, our operating expenses are quite high relative to other libraries.



We are also quite a bit bigger than other libraries in towns similar to our own. That probably accounts for some of the higher operating expenses.



We are very well supported by our donors and our endowment.



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

ART REPORT

The current show is paintings by Wendy Walker; thus far, one has sold.
It closes Feb 17. The next show is of paintings by April Crumrine of Washington,
opening Feb 24.

Paula Lazeski

2018 ADULT PROGRAMS

JANUARY 2018

6 Art opening – Wendy Walker	162
8 Book Discussion	11
21 TWTK – Water Programs Roxbury’s Drinking Water	40
31 Oscar Screening – Dunkirk	10
18 Tai Chi	5

FEBRUARY 2018

5 Prescription drugs with Gary Steinman
12 Book Discussion

14 Love, Shakespeare @the Hodge
24 Art Opening – April Crumrine

MARCH 2018

5 Community Television

18 TWTK Healthy Lawn,
Healthy Aquifer
10 Foxhollow Farm book talk

APRIL 2018

7 Boot Camp for Your Senses
with Tovah Martin
14 Art Opening – Cynthia Zinser
21 Voices of Poetry

MAY 2018

Erik Madigan Heck
photography talk?

JUNE 2018

2 Art Opening – Phil Stone

10 TWTK Trail Walk @River Road

JULY 2018

21 Art Opening – Sebastian Tillinger

AUGUST 2018

26 McCann Concert – Heart & Soul

SEPTEMBER 2018

OCTOBER 2018

NOVEMBER 2018

DECEMBER 2018

**Minor Memorial Library
Director's Report
January, 2018**

Collection:

No changes. We are continuing to work on weeding a few different sections of the library.

Collection as of FEB. 1, 2018

Adult Fiction	11166
Adult Non-fiction	12040
Reference	885
Junior Fiction	7049
Junior Non-fiction	4406
YOUNG ADULT	838
Video/DVD	3204
Audio books	1317
Music cds	1159
Museum Passes	22
Equipment	2
TOTAL COLLECTION	42088

Personnel/Volunteers:

- An uneventful month for staff and volunteers. The flu has been making its way through our library but we have been able to handle the reduction in staff.

Meetings/Workshops:

- I attended the Bibliomation Board meeting in the 18th.
- On the 30th I attended the first official meeting of Roxbury's Sustainable CT team. I will be participating on behalf of the library.

Bibliomation/Automation/Tech:

- Bibliomation is still going through the process of finding a vendor for our own delivery system. We will be joining a few other libraries in the pilot program which will hopefully start this spring.

Adult Services and Programming:

- Please see the programming list for a complete list of programs past and future.

JANUARY 2018	
6 Art opening – Wendy Walker	162
8 Book Discussion	11

21 TWTK – Water Programs	40
Roxbury’s Drinking Water	
31 Oscar Screening – Dunkirk	10
18 Tai Chi	5

- Our Water series got underway with our first program on the 21st. It was very well attended and everyone is looking forward to the next one in March.
- Our Tai Chi attendance has declined. Right now it is on hold until March or April when we will consider whether or not to continue.

Children’s Services:

- We have had a few new children in Paula’s lapsits and storytimes. Her after school Page Turners program has also grown significantly so we now need *two* dogs for the children to read to.

Publicity:

- We continue to receive quite good coverage for our programs. Wendy Walker’s art opening was featured in a few newspapers as was the water talk on the 21st.

Building and Grounds

- Tom Kowlaski installed one of our new light fixtures. He is waiting for warmer weather to install the other. He will also be putting in a new programmable timer for the outside lights.

Hodge

- I purchased 40 used archival boxes from the Berlin library for a very good price. We’ll be able to use them to properly store some of our items from the Hodge.

Friends

- The annual meeting for the Friends is on February 26th.
- Sorting for the annual booksale is slated to begin at the Hodge in mid-march.

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**

January, 2018

Total Circulation	1343
Reference Questions	279
Visitors	1307
ILL Borrowed	79
ILL Lent	173
Volunteer Hours	30

**Programs: Adult – 4 programs, 229 people
Junior –7 programs, 53 people**

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: \$27,062

Kitchen Tour Net: \$8188

TOTAL TO DATE: \$35,250

Note that Kitchen Tour funds are earmarked for Community Studio Renovation

TREASURER'S REPORT

Meeting: Feb 12, 2018

Statement as of January 31, 2018

HODGE

Hodge Checking Account	\$4,266
Hodge Savings/Endowment (S. Bernstein Account)	<u>\$411,315</u>
TOTAL	\$415,581

MINOR

*Minor Checking Account	\$44,900
Minor Savings/Endowment (S. Bernstein Account)	<u>\$675,254</u>
TOTAL	\$720,154

TOTAL BERNSTEIN SAVINGS/ENDOWMENT **\$1,086,569**

LIBRARY GRAND TOTAL **\$1,135,735**

*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