

**ROXBURY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
March 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, Alan Johnson, Jeff Bennett, Kathleen Keefe, Joan Stracks

Library Director: Teresa Roxburgh

Friends of the Library: Arlene Kershner

Others Present: Joe Pucci, Bernstein

**APPROVAL OF MINUTES**

C. Newby

**February 12, 2018**

**Motion:** To approve the minutes of February 12, 2018 meeting. Motion by Keefe seconded by Bennett and carried unanimously.

**CONSENT AGENDA REPORTS FOR**

Treasurer's Reports, February 2018

P. Southworth

Director's Report/Program 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)

The Director's Report now includes a Program Report which gives a profile of attendance by program.

Arlene Kershner is stepping down as President of Friends of the Roxbury Library. The Board thanked her and expressed their appreciation for her help with Friends of the Roxbury Library.

**REGULAR (ORAL) REPORTS**

Front Step Lighting Repair

P. Southworth

Pam Southworth reported \$2,720.18 was submitted to the Town for capital reimbursement for the lighting repair. Teresa Roxburgh reported Tom Kowalski is preparing an estimate to put the parking lot and stair lights on a motion sensor. Some of the lights would need to be converted to LED.

**ACTION AGENDA**

Vote on AV Committee Recommendation

C. Newby

The Board reviewed the recommendation from the AV Committee regarding noise mitigation in the Community Studio.

**Motion:** To approve the revised working agreement with Tom Gribbon leading to the development of two installation proposals for Fellert Acoustic Material that the Board will review in the future. Motion by Southworth, seconded by Bennett, and carried unanimously.

Vote on Hodge Board Reconstitution

(Complaint drafted by G. McTaggart)

C. Newby

The Board reviewed the Complaint drafted by G. McTaggart.

**Motion:** To accept the Complaint. Motion by Southworth, seconded by Keefe, and carried unanimously.

## **STRATEGIC DISCUSSION**

2017 Endowment Performance

C. Newby/Joe Pucci, Bernstein

Joe Pucci distributed the Bernstein presentation booklet for the Hodge/Minor Library to all members. He reviewed the investments and stated the endowment did very well over the past year. He spoke of the endowments growth in 2017 as something you would typically see over a three-year period. Mr. Pucci stated to expect continued growth in 2018, but not at the 2017 rate. Mr. Pucci made recommendations to diversify the portfolio and suggested moving some funds into Sustainable Growth. There was a discussion about the current state of the market and when would be a good time to withdraw some funds. The Board thanked Mr. Pucci for coming in to speak with them.

Board of Finance Budget Review

P. Southworth

Pam Southworth reported that she, Cynthia Newby, and Teresa Roxburgh met with the Board of Finance on February 20, 2018 and gave an overview of the meeting. She recommended the Library look at their equipment needs, and money could be escrowed toward it. There was a discussion about putting a committee together to formulate an equipment list or hiring the HVAC person to do the list. It was decided Pam Southworth will organize this and report back to the Board.

## **OTHER BUSINESS**

Plans for 25<sup>th</sup> Anniversary Art Show

J. Stracks

Joan Stracks reported a committee was formed to plan the 25<sup>th</sup> Anniversary Art Show which will start in June 2019. The committee will be meeting next week.

Consideration of I. B. Mills Family Request to Donate a Sculpture

And to Use Community Studio for Memorial Service

T. Roxburgh

Director Roxburgh reported longtime resident Inga-Britta Mills passed away. Her family has requested use of the Community Studio to hold a memorial service. The Board approved this request. Director Roxburgh further reported the family would like to donate a steel sculpture named "Soar" by Jim Travers to the library campus in her memory. Pictures of the sculpture were circulated amongst the Board members. There was a discussion about the proposed donation. Since not all Board members were in attendance, it was decided to continue this discussion at the next meeting.

Consideration of Electrical Vehicle Charging Station

T. Roxburgh

Director Roxburgh reported she was contacted by First Selectman Barbara Henry and asked if the Library would consider installing an Electric Vehicle Charging Station in the back of the parking lot. This would be at no cost to the Library for installation and future charges. The Board members requested a picture of it before they decide. They also asked if the Town would be receptive to plowing the Library parking lot, so the charging station would be available for use in inclement weather. Director Roxburgh will report back to the Board.

Contemplation Garden Update

C. Newby

Chairwoman Newby reported some of the gravel areas in the Contemplation Garden need to be repaired. She also reported the current brass signage is tarnished, unreadable, and difficult to clean. She stated it might be time to look into new weather resistant signage. Jeff Bennett offered to look into cleaning and sealing the brass. He will report back to the Board.

## **ADJOURNMENT**

**Motion:** To adjourn the meeting at 6:36 P.M.; Motion by Southworth, seconded by Stracks, 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  
Feb 2018**

**ART REPORT**

Wendy Walker's "Overview," January 6 to February 17, 2018. Total sales of the three paintings came to **\$3600.00** The 20% commission due Minor Memorial Library is **\$720.00**.

The current show is of paintings by April Crumrine of Washington, which opened Feb 24.

Paula Lazeski

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

**Collection:**

We had our highest number of e-book checkouts this month with 83. I'm happy to see that people are using the service. Paula is working on weeding in the children's area and Peter and Betty continue to work on weeding the Adult Fiction.

**Collection as of MAR. 1, 2018**

<b>Adult Fiction</b>	11019
<b>Adult Non-fiction</b>	12059
<b>Reference</b>	886
<b>Junior Fiction</b>	6983
<b>Junior Non-fiction</b>	4421
<b>YOUNG ADULT</b>	838
<b>Video/DVD</b>	3215
<b>Audio books</b>	1317
<b>Music cds</b>	1158
<b>Museum Passes</b>	22
<b>Equipment</b>	2
<b>TOTAL COLLECTION</b>	<b>41920</b>

**Personnel/Volunteers:**

- We lost one of our most beloved volunteers in early February. Marty Sagendorf will be missed by everyone that knew him, especially his library family.
- Sarah Griswold is responding well to her treatment and we hope she'll be back with us soon.

**Meetings/Workshops:**

- On the 20<sup>th</sup> I attended the Board of Finance meeting in support of the budget.
- On the 27<sup>th</sup> I attended a Sustainable CT meeting at Town Hall

**Bibliomation/Automation/Tech:**

- Tom Sweda from Bibliomation installed a new switch for our internet. Our old one wasn't capable of hosting our new faster internet speeds (which meant that everything was slower than it needed to be)

**Adult Services and Programming:**

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

## February 2018

1 Tai Chi	3
5 Prescription Drugs with Gary Steinman	15
12 Book Discussion	16
14 Love, Shakespeare at the Hodge	35
16 Documentary Screening	1
21 Book Discussion- SC	16
24 Art Opening – April Crumrine	75
28 Screening – Darkest Hour	7

- Our Love Shakespeare program on Valentine’s Day was a big success. Many thanks to Georgette Miller, Doug Winkel, and Renee David for making it happen!
- We probably won’t be hosting Tai Chi any longer due to declined attendance.

### Children’s Services:

- Paula hosted the usual slate of children’s programs this month including lapsits, storytimes, and our tow after school programs. Lapsit and Storytime were on a two week break at the end of the month. They’ll be starting up again at the beginning of March.

### Publicity:

- Our main programs were all featured in at least one newspaper this month. We were happy to see our Love, Shakespeare program on the front page of Country Life.

### Building and Grounds

- Tom finished installing the second stair light. Luckily we won’t need any additional masonry work. He has submitted an estimate to get the stair lights and walkway lights on the motion detector.

### Hodge

- The Friends of the Library have been getting the Hodge set up for the booksale. They begin collecting there on Saturdays in the middle of March.

### Friends

- The Friends have elected a new President at their annual meeting. Cindee Hopkins, Nancy Fyfield, and Sharon Faanes will share the duties. Many, many thanks to Arlene Kershner for her years serving as Friends President!

**January, 2018**

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

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

**February, 2018**

<b>Total Circulation</b>	<b>1175</b>
<b>Reference Questions</b>	<b>320</b>
<b>Visitors</b>	<b>1164</b>
<b>ILL Borrowed</b>	<b>92</b>
<b>ILL Lent</b>	<b>244</b>
<b>Volunteer Hours</b>	<b>33</b>

**Programs: Adult – 8 programs, 168 people**  
**Junior –5 programs, 45 people**

## **FUNDRAISING REPORT**

**As of March 6, 2018**

**For March 12, 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**

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**THIS YEAR'S ANNUAL GOAL FROM FUND DRIVE MAILER  
BY FY END JUNE 30, 2018: \$35,000**

**Contributions to date: \$32,387**

### **FUND RAISING EVENTS FOR COMMUNITY STUDIO AV RENOVATION**

**Kitchen Tour Net: \$8188**

**25<sup>th</sup> Anniversary Art Show TBD June 2018**

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# TREASURER'S REPORT

Meeting: March 12, 2018

Statement as of February 28, 2018

## **HODGE**

Hodge Checking Account	\$3,620
Hodge Savings/Endowment (S. Bernstein Account)	<u>\$398,615</u>
<b>TOTAL</b>	<b>\$402,235</b>

## **MINOR**

*Minor Checking Account	\$35,859
Minor Savings/Endowment (S. Bernstein Account)	<u>\$654,513</u>
<b>TOTAL</b>	<b>\$690,372</b>

**TOTAL BERNSTEIN SAVINGS/ENDOWMENT** **\$1,053,128**

**LIBRARY GRAND TOTAL** **\$1,092,607**

\*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

## 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

1 Tai Chi	3
5 Prescription drugs with Gary Steinman	15
12 Book Discussion	16
14 Love, Shakespeare @the Hodge	35
16 Screening – Abacus	1
21 Sr. Ctr. Book Discussion	16
24 Art Opening – April Crumrine	75
28 Screening – Darkest Hour	7

### 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