

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
May 14, 2018
MINUTES**

CALL TO ORDER

Cynthia Newby, Chairwoman, called the meeting to order at 5:05 P.M.

Board of Trustees Present: Cynthia Newby, Mark Cohagen, Pam Southworth, Jeff Bennett, Kathleen Keefe, Joan Stracks, Ciara Gorglione, Mary Schinke

Library Director: Teresa Roxburgh

Friends of the Library: Nina Shimer

APPROVAL OF MINUTES

C. Newby

March 12, 2018

Motion: To approve the minutes of March 12, 2018 meeting. Motion by Schinke seconded by Gorglione and carried unanimously.

April 9, 2018

Motion: To approve the minutes of April 9, 2018 meeting. Motion by Schinke seconded by Cohagen and carried unanimously.

CONSENT AGENDA REPORTS FOR

Treasurer's Reports, March and April 2018

P. Southworth

Director's Report/Program Report

T. Roxburgh

Art Report

P. Lazeski

Fundraiser Report

C. Newby

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

Mark Cohagen commented that he likes the addition of the Program Report to the Director's Report. The Board agreed with him.

REGULAR (ORAL) REPORTS

Friends Report

N. Shimer

Cynthia Newby welcomed Nina Shimer to Roxbury Public Library's Board of Trustees Meeting. Nina Shimer reported the Friends of the Roxbury Public Library started sending discarded books to Better World Books last year. Better World Books either sells them, donates them or recycles them. The Friends have raised \$300.00 to date by doing this. Nina Shimer also reported they are looking for volunteers to cashier at the Book Sale Friday night and Saturday afternoon.

Town Budget Meeting- April 23, 2018

C. Newby

Cynthia Newby reported she attended the Town Budget meeting. The Library's portion of the budget was approved in its entirety.

ACTION AGENDA

Mary Schinke discussed amending the bylaws which would allow for actions to be taken by the Board without a formal meeting and allowing the Board to conduct and participate in meetings telephonically or by Skype. There was a discussion about how to publicly notice this type of meeting, and about only allowing actions without formal meetings in emergency situations. The Board supported the use of the proposed amendments and decided to adopt them as follows:

Article V – Meetings

New Sections J and K

J. Action Without Meeting.

Any action required or permitted to be taken at a Board meeting may be taken without a meeting if the action is taken by all Trustees. The action shall be evidenced by one or more written consents describing the action taken, signed by each Trustee and included in the minutes reflecting the action taken. Action taken under this section is effective when the last Trustee signs the consent, unless the consent specifies a different effective date. A consent signed under this section has the effect of a meeting vote and may be described as such in any document. Whenever an action without meeting has been taken, the Trustees must file the resolutions with the town clerk within 72 hours.

K. Telephonic, etc., Meeting.

The Board may permit any or all Trustees to participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication, such as conference telephone communication, by which all Trustees participating may simultaneously hear each other during the meeting. A Trustee participating in a meeting by this means is deemed to be present in person at the meeting.

STRATEGIC DISCUSSION

There was no strategic discussion at this meeting.

OTHER BUSINESS

Update: Mills Family Request: Sculpture Siting and Marker

T. Roxburgh

Director Roxburgh reported the sculpture site has been prepared, and it should be installed next week. The sculpture will be located in the northeast corner of the campus near the north entrance of the Contemplation Garden.

Update: Contemplation Garden Update Brass Markers

J. Bennett

Jeff Bennett reported he cleaned and sealed the brass markers and that they started to tarnish after he put them back up. He has recleaned and resealed them using another method. If they start to tarnish, there is still one more method he can try. He passed around a cleaned marker, and everyone commented on how nice it looks.

Update: Electric Vehicle Charging Station

T. Roxburgh

Director Roxburgh reported she spoke with First Selectman Barbara Henry regarding the Library's acceptance of the Electric Vehicle Charging Station. She had no additional information.

Update: Front Step Lighting Repair

P. Southworth

Pam Southworth reported Tom Kowalski has been on vacation, and that work will be starting soon to install the lights onto the motion sensor. She is requesting a price quote to convert the lights to LED.

ADJOURNMENT

Motion: To adjourn the meeting at 5:54 P.M.; Motion by Keefe, seconded by Cohagen, 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
May 2018**

ART REPORT

Cynthia Zinser show has sold one painting for \$1200.

June 5, 2 – 4, is Phil Stone's opening. Mary Schinke is helping with the greeting/sales, and Larry Apolzon and Jim Stanton with refreshments.

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

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

2 Three Billboards -screening	7
5 Book Discussion	11
5 Community Television	6
9 Lady Bird - screening	17
10 Foxhollow Farm book talk	11
18 TWTK Healthy Lawn, Healthy Aquifer	35
25 Call Me By Your Name – screening	7
The Shape of Water - screening	5

APRIL 2018

7 Boot Camp for Your Senses with Tovah Martin	40
9 Book Discussion	11
14 Art Opening – Cynthia Zinser	73
21 Voices of Poetry	35

MAY 2018

7 Book Discssion	
18 Chocolate Blind Taste Test	
21 Law of Attraction	
<i>20 Land Trust event at library</i>	

JUNE 2018

2 Art Opening – Phil Stone	
10 TWTK Trail Walk @River Road	
11 Book Discussion	
14 Pioneer in Bone Marrow Transplants	

JULY 2018

21 Art Opening – Sebastian Tillinger	
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AUGUST 2018

26 McCann Concert – Heart & Soul	
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SEPTEMBER 2018

2018 ADULT PROGRAMS

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OCTOBER 2018

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NOVEMBR 2018

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DECEMBER 2018

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**Minor Memorial Library
Director's Report
March/April, 2018**

Collection:

All of us have been working hard to weed the collection ahead of the annual book sale. Since this is a significant weeding we'll have plenty of room to grow. We are also working on clearing out some of our unused reference materials so that our overgrown Local Author Collection can have a new home. Our e-books and Roku continue to grow in popularity.

Collection as of MAY. 1, 2018

Adult Fiction	10564
Adult Non-fiction	11506
Reference	752
Junior Fiction	6873
Junior Non-fiction	4393
YOUNG ADULT	835
Video/DVD	3279
Audio books	1322
Music cds	1158
Museum Passes	25
Equipment	2
TOTAL COLLECTION	40709

Personnel/Volunteers:

- Sarah is returning to work on a limited basis in May.

Meetings/Workshops:

- March 27th and April 24th I attended Sustainable CT meetings. With the help of Jessyka Patterson and other members of Roxbury's Sustainable CT team I submitted our initial application on April 30th for feedback. The final application for certification is due at the end of August. I'm hoping that becoming Sustainable CT certified will lead to grant opportunities for the library.
- April 16th was the Bibliomation Regional meeting
- April 19th was the Bibliomation Board meeting

Bibliomation/Automation/Tech:

- Bibliomation is continuing to look into the possibility of a supplemental delivery service. We are one of the test libraries when that goes ahead.
- I was nominated to be next year's VP/President Elect of the Bibliomation Board. I am looking forward to taking on that roll!

Adult Services and Programming:

- In March we concluded our Oscar screenings. We had average attendance, not as high as last year, but I think the film subjects were the main factor.
- In April we hosted two wonderful programs that were a hit with the audience. Tovah Martin presented her new talk about the seasons and senses in the garden and we had our most successful Voices of Poetry event to date.
- Sarah is back (as of May) and working on scheduling a few things over the summer and into the fall. Programming will be quite light over the summer as people are enjoying their time outdoors.

MARCH 2018		APRIL 2018	
2 Three Billboards - screening	7	7 Boot Camp for Your Senses with Tovah Martin	40
5 Book Discussion	11	9 Book Discussion	11
5 Community Television	6	14 Art Opening – Cynthia Zinser	73
9 Lady Bird - screening	17	21 Voices of Poetry	35
10 Foxhollow Farm book talk	11		
18 TWTK Healthy Lawn, Healthy Aquifer	35		
25 Call Me By Your Name – screening	7		
28 The Shape of Water - screening	5		

Children’s Services:

- Paula has been hard at work scheduling this year’s Summer Reading Program. We have everything booked and are now working on putting the prizes together.
- Shepaug school’s summer reading program is a little different this year. Joan is putting together a “One Region, One Book” event. We will gather copies of the chosen book (*Refugee*) to have available here. The public is invited to hear the author speak at Shepaug this fall.

Publicity:

- Most of our programs have received great coverage in our local papers. Our Voices of Poetry and Tovah Martin programs brought in people from all across the area.

Building and Grounds

- Tom will be installing a timer for the outside lights and hooking up the stairs to the motion detector next week.
- Mark Murray will be coming to relevel some of the stones on the patio.

Hodge

- The Hodge is Book Sale Central right now. I hope all of you will be able to make it to the Preview party on June 1st!

Friends

- The Friends are hard at work on the book sale. All is going well so far. They purchased a new iPad to help with taking credit card payments at the sale and scanning books for Better World Books.

March, 2018

Total Circulation	1399
Reference Questions	185
Visitors	1062
ILL Borrowed	97
ILL Lent	232
Volunteer Hours	30

**Programs: Adult – 10 programs, 112 people
Junior –7 programs, 60 people**

April, 2018

Total Circulation	1647
Reference Questions	323
Visitors	1355
ILL Borrowed	117
ILL Lent	229
Volunteer Hours	28

**Programs: Adult – 4 programs, 159 people
Junior –10 programs, 56 people**

FUNDRAISING REPORT

As of May 9, 2018

For May 14, 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
BY FY END JUNE 30, 2018: \$35,000**

Contributions to date: \$32,952

FUND RAISING EVENTS FOR COMMUNITY STUDIO AV RENOVATION

Kitchen Tour Net: \$8188

25th Anniversary Art Show TBD June 2019

TREASURER'S REPORT

Meeting: May 14, 2018

Statement as of March 31, 2018

HODGE

Hodge Checking Account	\$3,851
Hodge Savings/Endowment (S. Bernstein Account)	<u>\$394,378</u>
TOTAL	\$398,229

MINOR

*Minor Checking Account	\$24,151
Minor Savings/Endowment (S. Bernstein Account)	<u>\$647,542</u>
TOTAL	\$671,693

TOTAL BERNSTEIN SAVINGS/ENDOWMENT **\$1,041,920**

LIBRARY GRAND TOTAL **\$1,069,922**

*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

TREASURER'S REPORT

Meeting May 11, 2015

Statement as of April 30, 2015

HODGE

Hodge Checking Account	\$ 779
Hodge Savings/ Endowment (S Bernstein Account)	<u>\$ 417,076</u>
TOTAL	\$ 417,855

MINOR

Minor Checking Account	\$ 22,330 (includes \$1345 CG/WW)
Minor Savings/Endowment (S Bernstein Account)	<u>\$ 662,461</u>
TOTAL	\$ 684,791

TOTAL BERNSTEIN SAVINGS	\$1,079,537
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LIBRARY GRAND TOTAL	\$1,102,646
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*Contemplation Garden + Walkway Fund are now included in the Minor Checking but will continue to be tracked separately. The checking account for these funds was closed due to fees.

Respectfully Submitted,
Pam Southworth