



TOWN OF ROXBURY CONNECTICUT

Library Board of Director/Trustees

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY LIBRARY BOARD OF DIRECTOR TRUSTEES REGULAR MEETING JANUARY 13, 2014

MINUTES

CALL TO ORDER:

Timothy Beard, Chairperson, called the meeting to order at 5:00 PM.

Board of Trustees Present: Tim Beard, Meg Mongin, Pam Southworth, Mari Frohne, Joan Stracks, Cynthia Newby, Kerri Arsenault and Jeff Krizan

Library Director: Valerie Annis

Friends of Library: Arlene Kershner

APPROVAL OF MINUTES

Secretary's Report - Minutes of Meeting – November 13, 2013

The following addition was made under Treasurer's Report; \$1,500 showing under the Contemplation Garden / Walkway Fund is owed to David Gardner for the magnolia tree "in honor of Bucky Lowe".

A motion was made to approve the amended minutes of the 11/13/13 meeting by Mari Frohne. The motion was seconded by Pam Southworth and carried unanimously.

REGULAR REPORTS

Secretary's Report - Minutes of Meeting – November 13, 2013

The following addition was made under Treasurer's Report; \$1,500 showing under the Contemplation Garden / Walkway Fund is owed to David Gardner for the magnolia tree "in honor of Bucky Lowe".

A motion was made to approve the amended minutes of the 11/13/13 meeting by Mari Frohne. The motion was seconded by Pam Southworth and carried unanimously.

Treasurer's Report – December, 2013

The Treasurer's Report was reviewed showing a grand total of \$1,028,882.

Director's Report – November and December, 2013

The Director's report was distributed and reviewed. The group discussed e-reader training.

Friends of the Library Report – Meeting – November 25, 2013

Arlene Kershner reported that the Friends sent out the fundraising letter and have had a nice response to date. The Friends did not meet in December. Meg Mongin agreed to attend the next Friends meeting on 1/27/14.

COMMITTEE REPORTS

Art Committee

Update on "Harmonized Contrasts" – exhibit by Tyler Farmen:

Mari Frohne thanked Tyler Farmen for filling in at the last moment for this show. One piece sold totaling \$250.

Opening of Mary Ellen Furse & Jan Grody Exhibit "Familiar Places" Saturday, January 18, 2014 --2-4 p.m.:

The members were invited to the next opening.

Building & Grounds

Window frame repair: Pam Southworth is getting a quote for this project to be done in the spring.

Weather stripping replacement on basement door: Paul Yacknick is working on this project.

Boiler room ceiling repair: The HVAC contractor has offered to make this repair.

Well pump and boiler transformer replacement at Hodge: It was reported that the ignition switch needs to be replaced. The group agreed that a candle monitor should be installed to assure the heat is working.
Maintenance of stone edging around building: Meg Mongin volunteered to do the weeding around the edge of the building. The members agreed to table this matter for now.
Lighting and signage for Calder sculpture: Joan Stracks read an e-mail response from the Calder Foundation to the Board noting that they would be happy to review suggested options. Pam Southworth agreed to provide information for their review. Valerie Annis suggested that lighting for the flag be installed at the same time. Concerns with too much lighting in a residential area were noted.

By-laws & Policies

It was noted that the Policy Committee should begin working on policy updates in the near future.

Development - Fundraising Report - December, 2014

The Fundraising Report as of 1/10/14 was reviewed. The goal has been exceeded with a total of \$25,122 raised to date. Tim Beard reported on the generous Kley estate gift of \$5,000 received.

Finance

Review and approval of FY 2014-2015 proposed budget: Cynthia Newby reviewed the proposed budget hand-out with Board showing a request of \$101,000 from the Town. She noted that the market / endowment has been recovering.

A motion was made to accept the proposed FY 2014-2015 as presented by Meg Mongin. The motion was seconded by Pam Southworth and carried unanimously.

Review and approval of budget cover letter to Board of Selectmen: Cynthia Newby agreed to draft a letter to the BOS to accompany the budget request.

Program

Update on Annual Tree Lighting at the Hodge: The Board agreed that the Tree Lighting was wonderful and that people appreciated the Hodge being open.

Update on "Computing – Tips and Tricks": Valerie Annis reported that this will be held the first Monday of each month and will be open to anyone to come with their computing related questions.

Update on "Voices of Poetry- in a minor key" – January 12, 2014: A great turnout was reported for this wonderful program.

"CT League of Conservation Voters" with Margaret Miner - March 2nd at 2:00: Cynthia Newby will discuss this program further with Margaret Miner in the upcoming months.

Heart & Soul" - Annual Frasier McCann concert - August 24, 2014: Pam Southworth reported that the contract has gone out to Heart & Soul for their signatures. Cynthia Newby suggested celebrating the 20th anniversary of the Minor Memorial Library on that day. The walkway should be tied into the celebration as well. Pam Southworth agreed to send First Selectman Barbara Henry a note to inform her of these plans.

Personnel – substitute

New substitutes - Roxane Lee and Muffy Munson: Valerie Annis reported that these former volunteers are now working as much needed substitutes for the library.

Update on interviews for Adult Programming Assistant: Valerie Annis noted that she has a file of resumes to review with the Personnel Committee to set up interview.

Volunteers

Valerie Annis thanked all the volunteers who stepped forward in November and December, during staff absences, when they were very much needed.

OLD BUSINESS

Update on "Commemorative Walkway": It was agreed that a paver should be dedicated in the spring to Alice Hurlburt who was a very big benefactor of the library.

Discussion of Library's Strategic Plan: A CCF member will attend next month's meeting to provide information regarding strategic plans. Jeff Krizan agreed to review strategic plans from other towns to bring forward ideas at next month's meeting.

Progress on new granite bench in memory of Southworth family: It was reported that the bench has been ordered.

NEW BUSINESS

Library Board Executive Committee elections

Meg Mongin nominated the current slate of officers to serve another term. The nomination was seconded by Joan Stracks.

A motion was made to close the nominations by Meg Mongin. The motion was seconded by Joan Stracks and carried unanimously.

A motion was made to elect Tim Beard as Chair, Cynthia Newby as Treasurer, Pamela Southworth as Secretary and Mari Frohne as Chair of Hodge Memorial Library & Museum. Motion by Meg Mongin, seconded by Joan Stracks and carried unanimously.

Discussion of Library Board committees and new committee assignments: Jeff Krizan was added to the By Laws & Policies Committee to replace Pat Lowe. Mike Boyd was removed from the Buildings and Grounds Committee. Kerri Arsenault and George Feifer were added to the Development/Fundraising Committee. Meg Mongin was added to the Exhibition Committee. Joan Stracks and Kerri Arsenault replaced Pat Lowe and David Sherman on the Personnel Committee. George Feifer and Kerri Arsenault replaced David Sherman and Betty Synnestvedt on the Program Committee. A Strategic Planning Committee was added with members Jeff Krizan, Tim Beard and Pam Southworth. Cynthia Newby reminded the group that any interested members of the community are welcomed and encouraged to serve on these committees.

Discussion of the use of the Hodge Library: A note from George Feifer was read aloud suggesting the expanded use of the Hodge. The group discussed the idea of a committee to create a program at the Hodge regarding a collection of what Roxbury read during certain periods in time.

Resignation of Library Board Trustee - David Sherman: The Board confirmed the receipt of the resignation of David Sherman. Cynthia Newby agreed to confirm with Town Hall that they have a copy on file.

Welcome to new Board members: Jeff Krizan and Kerri Arsenault: The Board welcomed its new members.

OTHER BUSINESS

A note of appreciation from Trudy Swenson regarding the "Town Wants to Know" Energy Event was read aloud.

ADJOURNMENT

A motion was made to adjourn at 7:00 PM by Joan Stracks, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary



TOWN OF ROXBURY CONNECTICUT

Library Board of Director/Trustees

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY LIBRARY BOARD OF DIRECTOR/TRUSTEES REGULAR MEETING FEBRUARY 10, 2014

MINUTES

CALL TO ORDER:

Timothy Beard, Chairperson, called the meeting to order at 5:00 PM.

Board of Trustees Present: Tim Beard, Meg Mongin, Pam Southworth, Mari Frohne, Cynthia Newby, Kerri Arsenault, Jeff Krizan, and George Feifer

Library Director: Valerie Annis

Others Present: John Long of Connecticut Community Foundation

APPROVAL OF MINUTES

Secretary's Report - Minutes of Meeting – January 13, 2014

A motion was made to approve the minutes of the 1/13/14 meeting by Cynthia Newby. The motion was seconded by Pamela Southworth and carried unanimously.

REGULAR REPORTS

Treasurer's Report – January, 2014

The Treasurer's Report was reviewed. Cynthia Newby explained that once the endowment hit the one million dollar mark, the Library was given life access to that fee structure.

Director's Report – January, 2014

The Director's report was distributed and reviewed.

Friends of the Library Report – Meeting – January 27, 2014

Valerie Annis reported that the book sale is scheduled June 20 thru 22. The annual meeting will be 2/24 at 5:30 p.m. The Friends are looking for new programs that they can sponsor.

BUSINESS

Discussion of Library's Strategic Plan: presentation by John Long from Connecticut Community Foundation.

The members welcomed Mr. Long who distributed a NAI handout describing what is a strategic plan, the payoff and terms. He discussed the usefulness of surveys and reviewed the strategic planning process. He suggested the use of a facilitator who is not a member of the group. The "placemat method" was discussed and an example was distributed. This method allows for the plan in one place for easy reference. He explained that this does not have to be an extensive huge document. A three year plan should be followed up upon after 18 months.

Cynthia Newby discussed the overlapping responsibilities of such groups as the Friends, schools and Senior Center and noted that a facilitator may be helpful. Kerri Arsenault agreed and highlighted the importance of communication.

George Feifer commented that without diminishing the importance of procedure, he feels it is most important to get to the essence of what the Library should be doing. Cynthia Newby suggested doing some background work and then reaching out to experts to build a knowledge base.

Jeff Krizan distributed and reviewed his memo dated 2/10/14 entitled "Fundamentals of Library Strategic Planning".

COMMITTEE REPORTS

Art Committee

Update on Mary Ellen Furse & Jan Grody Exhibit "Familiar Places": The opening had a great turnout. At least 16 pieces have been sold to date.

Opening of Nick Thigpen and Russell Carson exhibit entitled "Elemental" - Sat. March 8th 2-4 p.m.

Building & Grounds

Review of window frame repair estimate: Pam Southworth obtained a quote of \$4,447.

Review of basement door replacement estimate: The estimate came in at \$2,673. Both the window frame repair and basement door replacement costs have been included in next year's request for Capital budget.

Discussion and approval of carpet cleaning: The estimate is \$1,800 to have the carpet in the entire facility cleaned. It has been advised that the carpet has several years of more life.

A motion was made by Pam Southworth to expend \$1,800 to have the Library carpets cleaned. The motion was seconded by Mari Frohne and carried unanimously.

Discussion of replacement of hornbeams trees and turf in Contemplation Garden: Cynthia Newby reported that 5 hornbeams have been compromised. David Gardner has provided a quote of \$6,000 to purchase and install 5 hornbeams. Kerri Arsenault noted that she felt this price is expensive.

A motion was made by Mari Frohne to purchase and install 5 hornbeams in the amount of \$6,000 from Contemplation Garden fund. The motion was seconded by Meg Mongin and carried. Arsenault opposed. Cynthia Newby noted that the lawn in the Contemplation Garden is in need of work. The use of turf or ground cover was discussed.

Boiler room ceiling repair: Valerie Annis agreed to set up an appointment with the HVAC repairman to repair the drywall.

Bathroom repairs completed.

"Silent Watchman" device installed at Hodge: It was explained that there is a candle in the window of the Hodge, which will go on if the heat goes down past a certain degree.

Maintenance of stone edging around building: This will be discussed further at a later date. There may be a group of Board volunteers willing to take care of this.

Lighting and signage for Calder sculpture: Two quotes have been requested; one for the solar example Cynthia Newby provided and one with use of a trench.

By-laws & Policies

N/A

Development

Fundraising Report - January, 2014

Distributed and reviewed. It was noted that they are \$6,000 over target.

March 10, 2014 - Presentation by Joe Pucci from Bernstein Investment Finance

Update on FY 2014-2015 proposed budget: The proposed budget has been submitted to Town Hall for review. Explanation of final capital request submitted with FY 2014 -2015 budget: The basement door, window frame repair and painting have been requested in the upcoming budget as Capital Expenditures.

Program

"Town Wants to Know" - KNOW THE SCORE: How Green Is Your State Legislator? - Sunday, March 2, 2014 at 2:00 p.m. with Margaret Miner: Art O'Neill and Barbara Henry will be present for this program.

Update on "Computing-Tips and Tricks" - next meeting: 3-3-14: February's meeting was cancelled due to snow. The program will continue to run the first Monday of each month.

Update on Alexander Calder Program - tentatively scheduled for April, 2014: Calder is to provide information regarding the plaque. The Board will share information learned regarding the lighting once the quotes come back. Restoration is being looked into.

Plan for gardening program - Kathy Diemer, presenter: In this program scheduled for May 18th Kathy Diemer will discuss local gardens to visit. Cynthia Newby will contact the Bridgewater / Roxbury Garden Club regarding co-sponsoring this program.

"Meet the Author" program with Josh Weil - Sunday, August 10, 2014: Kerri Arsenault read Mr. Weil's bio. Valerie Annis agreed to contact the Hickory Stick regarding the sale of his books at this program.

"Heart & Soul" - Annual Frasier McCann concert - August 24, 2014: Pam Southworth reported that the contract has been signed by Heart & Soul.

Plans for 20th Anniversary celebration - August 24, 2014: This proposal has been discussed with Barbara Henry who agreed to participate.

Personnel – Update on interviews for new Adult Programmer position

Valerie Annis reported that the first two interviews went well and two more are scheduled for this week.

Volunteers

Valerie Annis noted that the Library could not operate without all of its wonderful volunteers.

OLD BUSINESS

Update on "Commemorative Walkway"

A new paver has been received.

Progress on new granite bench in memory of Southworth family

Tabled

Discussion of the use of the Hodge Library

The new Adult Programmer will help to plan future programs at the Hodge, once hired.

NEW BUSINESS

Other Business as may come before the Board

Mari Frohne noted that Georgette Miller created art with some of the thin slate off of the Hodge roof and has offered to sell it at the book sale to profit the Library. Valerie Annis noted that this should be discussed with the Friends Board.

ADJOURNMENT

A motion was made to adjourn at 6:45 PM by Mari Frohne, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary



TOWN OF ROXBURY CONNECTICUT

Library Board of Director Trustees

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY LIBRARY BOARD OF DIRECTOR TRUSTEES REGULAR MEETING MARCH 10, 2014

MINUTES

CALL TO ORDER:

Timothy Beard, Chairperson, called the meeting to order at 5:00 PM.

Board of Trustees Present: Tim Beard, Meg Mongin, Pam Southworth, Mari Frohne, Cynthia Newby, Kerri Arsenault, and Joan Stracks

Library Director: Valerie Annis

Friends of the Library: Arlene Kershner

Others Present: Joe Pucci of Bernstein Investment

March 10, 2014 - Presentation by Joe Pucci from Bernstein Investment

The Board welcomed Joe Pucci from Bernstein Investment who distributed and reviewed a presentation of the Library's year in review. He explained that nonprofit entities with under 5 million dollars do not qualify for hedge funds. Since 1999 an average of 4.4% per year has been earned by the Library. He confirmed that the Library's spending cut helped with the recovery from the crash in 2008. Growth was at 11.5% last year. Mr. Pucci fielded questions from the Board and reviewed some of Bernstein's investment strategies.

APPROVAL OF MINUTES

Minutes of Meeting – February 10, 2014

A motion was made to approve the minutes of the 2/10/14 meeting by Meg Mongin. The motion was seconded by Pamela Southworth and carried unanimously.

REGULAR REPORTS

Treasurer's Report – February, 2014

The Treasurer's Report was reviewed and it was happily noted that the grand total is over one million dollars.

Director's Report – February, 2014

The Director's report was distributed and reviewed. The Library's special collections were discussed. It was suggested that these collections be noted on the website.

Friends of the Library Report – Annual Meeting – February 24, 2014

Arlene Kershner explained that the Friends feel that the Library should consider being open another evening or adding additional hours. It was noted that the hours of operation are dictated by budget constraints. Valerie Annis suggested that programs be held Wednesday night, as needed, if someone is willing to open and close the Library. The Library is currently open 30 hours; however, a survey of stakeholders can be done as part of the strategic plan. The Friends book sale will be held 6/20, 6/21, and 6/22. The Friends very much appreciate Georgette Miller's offer to donate her art done on the Hodge roof slate to be raffled at the book sale.

A suggestion of a display of books that were popular during past decades be exhibited at the Hodge during the annual tree lighting ceremony. A possible title for the exhibit of "What was under the tree in i.e. 1930, 40, 50, etc." was suggested by Cynthia Newby. The Friends Meetings Schedule was passed around for the Board members to sign-up.

COMMITTEE REPORTS

Art Committee

Opening of Nick Thigpen and Russell Carson exhibit entitled "Elemental" - Sat. March 8th 2-4 p.m.

Mari Frohne reported that this was the best ever attended opening with over 300 people in attendance. To date three photos and eight pieces of glass have been sold.

The next show will be installed for the scheduled date of 4/26/14; however, the opening will be rescheduled for 5/3/14.

Building & Grounds

Update on 2/26/14 – “smoke event” in library Community Room: It was determined that CL&P was at fault for the "smoke event". A claim will be submitted.

C.L. & P. claim: Valerie Annis has received the paperwork and is gathering the information to submit the claim. Thank you notes to Fire Marshal and Roxbury Volunteer Fire Dept.: Pam Southworth noted that the Fire Marshal and the RVFD went above and beyond during the smoke event. Notes of appreciation have been sent.

Security System failure/testing and possible change of vendor: The security system failed to send a signal during the smoke event. This is not the first time the system has failed. Quotes are being sought from other vendors.

Surge protector back up system and telecom room UPS: Surge protectors will be replaced and the UPS is being examined. If additional issues present at a later date a subsequent claim will be submitted.

Front door lock, building locks and weather stripping: The locksmith fixed the front door lock and an additional lock was installed on the inside. The intention is to have all the locks keyed the same. The weather stripping on the door is to be addressed.

Ballasts and light bulb replacement: Many of the ballasts have been replaced by the electrician. The lights on the outside steps have been partially repaired. Some of the parts required may no longer be manufactured.

Spring projects: Previously discussed in February
Window frame repair

Basement door replacement

Replacement of hornbeams trees & turf in CG: Cynthia Newby is in contact with David Gardener regarding tree replacement. The maintenance of the turf in the garden will be a spring/summer project.

Maintenance of stone edging around building: Discussed in February. It was confirmed that Meg Mongin's idea of Mazus ground cover in this area will work well.

Boiler Room ceiling repair: A thank you note was sent to Ray, the HVAC repairman, who repaired the boiler room ceiling and secured the windows on the basement doors until they can be replaced.

Lighting and signage for Calder sculpture: Trench wiring tied in with the existing outside lighting was recommended for the sculpture. Pam Southworth will be receiving an estimate for this project.

Discussion of book donation storage options per Fire Marshal: Pam Southworth reported that the Fire Marshal has instructed that there shall no longer be anything stored downstairs by the doors. The storage room downstairs has been made available for book donations. It was agreed that the Starry Starry Night decorations can be gone through and possibly discarded.

By-laws & Policies

Valerie Annis will obtain a copy of the Town's policy regarding leave of absences so that this can be discussed at the next meeting.

Development

Fundraising Report - February, 2014: Cynthia Newby reported that a letter was received noting that the Library will receive approximately \$21,000 in memory of Alice Hurlburt.

Finance

Update on FY 2014-2015 proposed budget: The Board of Selectmen have received the proposed budget for review.

Program

Update on "TWTK" – KNOW THE SCORE: How Green Is Your State Legislator? – Sunday, March 2, 2014 at 2:00 p.m. with Margaret Miner: This program received a good turnout. A thank you note went out to Margaret Miner.

Update on "Computing – Tips and Tricks" 3-3-14 next meeting 4-7-14: Valerie Annis reported that there was a low turnout to the recent session, but everyone in attendance was very happy to get their computing questions answered. An additional press release will be run prior to the next meeting.

Update on Alexander Calder Program at Town Hall on May 4, 2014 at 3:00 p.m.: This program will run at Town Hall with a talk afterward at the sculpture. It was confirmed that the Foundation has been made aware that the sculpture is in need of refurbishment.

Gardening program – Kathy Diemer, presenter – May 18, 2014

"Meet the Author" George Feifer with illustrator Billy Steers: Great Garlic: A complete guide to nature's spiciest spice – June 15, 2014

"Meet the Author" program with Josh Weil author of The Great Glass Sea– Sunday, August 10, 2014: This program will run at 5 p.m. Kerri Arsenault noted that Mr. Weil's publisher may refer more authors to participate in the "Meet the Author" program.

"Heart & Soul" – Annual Frasier McCann concert– August 24, 2014 Plans for 20th Anniversary celebration – August 24, 2014: The group agreed that Cynthia Newby should go forward with reserving a tent for this event.

Personnel

Appointment of Sarah Griswold as our new Adult Program Coordinator. The Board had an opportunity to meet and welcome Ms. Griswold at the start of the meeting.

Volunteers

Valerie Annis noted her gratitude for all of the Library's wonderful volunteers.

OLD BUSINESS

Update on "Commemorative Walkway"

Nothing new to report

Discussion & schedule for first Strategic Plan Committee meeting

Possible dates: April 21 or April 28, 2014: The Committee agreed to check their schedules and arrange a meeting date.

NEW BUSINESS

Friends of the library request for additional evening hours for programming: see "Friends of the Library Report" Website update and new Facebook page – hand-outs: Kerri Arsenault distributed the information she gathered to make a Facebook page. She noted that this is a good way to share information and events with the public.

General outreach/Public Relations

Cynthia Newby suggested that Attorney Mary Schinke be invited back in the fall to speak about wills and estates. Additionally, information can be offered regarding pet trusts, compassion & choice and funeral/cremation consumer protection.

Kerri Arsenault noted that she went to a very good talk in Essex regarding stone walls. She will look into arranging such a talk for the Library.

Update on Appreciation Luncheon: It was agreed that the luncheon was well received and everyone had a lovely time.

Correspondence: Chairman Beard read aloud the thank you letters received in gratitude for the luncheon.

ADJOURNMENT

A motion was made to adjourn at 7:00 PM. by Mari Frohne, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary



TOWN OF ROXBURY CONNECTICUT

Library Board of Director/Trustees

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY LIBRARY BOARD OF DIRECTOR/TRUSTEES REGULAR MEETING MAY 12, 2014

MINUTES

CALL TO ORDER:

Timothy Beard, Chairperson, called the meeting to order at 5:00 PM.

Board of Trustees Present: Tim Beard, Meg Mongin, Pam Southworth, Mari Frohne, Cynthia Newby, Jeff Krizan and Joan Stracks

Library Director: Valerie Annis

Friends of the Library: Arlene Kershner

APPROVAL OF MINUTES

Secretary's Report - Minutes of Meeting – March 10, 2014

Pam Southworth clarified that she also sent out thank you notes for the other two presenters at Update on "TWTk" – KNOW THE SCORE: How Green Is Your State Legislator?

A motion was made to approve the minutes of the 3/10/14 meeting as amended by Meg Mongin. The motion was seconded by Pamela Southworth and carried unanimously.

REGULAR REPORTS

Treasurer's Report – April, 2014

The Treasurer's Report was reviewed. The Magnolia tree in honor of Bucky Lowe has been planted. Valerie Annis agreed to contact the town regarding signage.

Director's Report – March & April, 2014

The Director's report was distributed and reviewed.

Friends of the Library Report – Annual Meeting – April 28, 2014

Arlene Kershner reported that the Friends will be working very hard getting prepared for the book sale. The next Friends meeting is scheduled for 5/19. Valerie Annis distributed the Friends Meeting Schedule noting the Board Members who have agreed to attend each meeting.

COMMITTEE REPORTS

Art Committee

Update of "Elemental" exhibit by Nick Thigpen and Russell Carson: Mari Frohne reported that there were quite a few sales from this exhibit.

Update on "Primitive & Abstract Collages" exhibit by Ken Cornet: Mari Frohne thanked Meg Mongin for filling in for her during this opening.

Opening of Karen Simmons exhibit of paintings- Saturday, June 14, 2014 –2 – 4 p.m.: This will be the next opening.

Building & Grounds

Discussion of alarm company quotes / Approval of vendor: Pam Southworth obtained two quotes; Guardian quoted \$800 for installation with monitoring being \$29 per month and AAA Alarm quoted \$750 for installation with a monthly fee of \$15. A one year contract is required for each. Both companies come recommended from

board members and have experience working with libraries. DSC Security is the current alarm company; however, there have been performance issues. The Board agreed that current obsolete equipment should be replaced. A motion was made by Cynthia Newby to approve AAA Alarm as the Library's alarm company. The motion was seconded by Tim Beard and carried unanimously.

Outdoor ballasts and light bulb replacement and timer switch and ceiling light replacement: Pam Southworth reported that \$816 was paid for this work. She noted that there was quite a bit of work required outside. Carpet cleaning completed- It was confirmed that this work has been completed.

Front door lock and foyer lock repairs: Valerie Annis noted that these were the repairs needed after smoke event. Update on CL&P claim for 2/26/14 "smoke event": Pam Southworth reported that CL&P is being difficult; however, she assured the Board that their by-laws state they are culpable because this was an issue with their personnel. Board agreed that it would be okay to involve town attorney if need be.

Lighting and signage for "Mountains": Joan reported that she advised Eric Booker of Calder that the Foundation has not provided copy or style for the signage. Pam Southworth reported that low mounted lighting has been recommended. The price for this is \$1,200 with the town doing the trenching. Mari Frohne agreed to contact dealers who specialize in monumental sculptures for lighting recommendations.

Water pump and broken pipe replacement at Hodge: Mari Frohne reported that it was found that over the winter some of the pipes at the Hodge had burst. The water pump also had to be replaced for this reason. Green Plumbing was kind enough to give a discount for this work.

Spring Projects:

- a) Window frame repair - need estimates
- b) Basement door replacement - need estimates
- c) Replacement of hornbeams trees and turf in Contemplation Garden- 5 new hornbeams have been installed.
- d) Maintenance of stone edging around building - Cynthia Newby suggested sod. Steel edging is very expensive; however, anodized aluminum edging can replace the rotted wood. Meg Mongin and Cynthia Newby will weed.
- e) Spring HVAC maintenance at both buildings - Valerie Annis agreed to contact Ray.

By-laws & Policies- Personnel Policy

Valerie Annis has requested a copy of the Town Hall Personnel Policy.

Development

Fundraising Report - April, 2014 - Cynthia Newby distributed her report noting that the numbers are as of May. The annual goal has been exceeded. The Library received a generous estate gift of \$50,000 from Alice Hurlburt and an additional \$23,000, which will be deposited into the endowment. The Board is working on recognizing her generosity in the walkway. A contribution has been received from the Southworth estate for the bench that has been installed. Additionally, a \$5,000 estate gift from Kley was received for art and architecture books, which will be drawn from for appropriate purposes.

Finance

Update on FY 2014-2015 proposed budget-Update on FY 14/15 Library Budget:

The budget was approved by BoF, which includes the capital project of painting. The Board will ask Barbara Henry for recommendations regarding which three painters should be solicited for bids. It will be determined whether funds will be available to move to the endowment after the fiscal year is closed out.

Program

Update on Alexander Calder Event – May 5, 2014-discussion of honorarium:

Joan Stracks thanked the Board for their help and coordination for this successful program. She read e-mail correspondence with the speaker. The Board agreed that she gave a wonderful presentation and that an honorarium should be provided. An annual budget line item for the Calder program should be set up for the future.

A motion was made by Joan Stracks to offer Susan Braeuer Dam a \$350 honorarium for the Calder program presentation. The motion was seconded by Tim Beard and carried unanimously.

Update on "Computing – Tips and Tricks" -- 4/7/14 & 5/5/14: This program is held the first Monday of every month and has been going very well. Valerie Annis will send out a notice regarding this program on Constant Contact.

Plans for "Expanding Your Backyard: Great Local Destinations" Kathy Diemer, presenter – Sunday, May 18th at 2:00 p.m.: Mari and Paula will move the pedestals and prepare the room for this program. Cynthia Newby will open and close the library the day of the event. Valerie Annis will send out a message on Constant Contact. This is a free event.

"How to Find Your Family Roots" – Tim Beard presenter – Thurs. 6/26 at 1:00

Rescheduling of "Meet the Author" with George Feifer to present Great Garlic: A Complete Guide to Nature's Spiciest Spice: This event will be rescheduled due to the Fathers' Day holiday

"Meet the Author" program with Josh Weil – Sunday, August 10, 2014 –2:00: table- Kerri Arsenault to update

"Heart & Soul" – Annual Frasier McCann concert– August 24, 2014—3:00: Cynthia Newby reported on the proposal for 20x40 tent. She received a rough bid for \$770 from Tents Unlimited. The Board agreed to go forward with this vendor.

Plans for 20th Anniversary celebration – August 24, 2014: Barbara Henry will say a few words about the anniversary at the tent before the musical performance and then the group will return to the tent for food and refreshments. A town-wide postcard mailing will be discussed at a later date.

Karen Tracey as "Amelia Earhart" – September 10, 2014 – FOL to sponsor: An Amelia Earhart impersonator has been scheduled for this program.

Plans for guest speaker Andrew Pighills -- "Stone Walls": tabled - Kerri Arsenault

Discussion of possible program on Funeral planning: Mari Frohne spoke with Mary Schinke who would rather give an individual presentation. She will follow up with another resource regarding consumer awareness.

Personnel

N/A

Volunteers

The Board sends well wishes to volunteer JoAnne Goldfarb who is recovering from an accident.

Strategic Planning Committee

Update on Meeting of April 30, 2014: Jeff Krizan distributed hand-outs regarding the status of the Library's strategic planning. He introduced the steering committee consisting of Tim Beard, Pam Southworth and himself. He reviewed components and reported on the steering committee meeting and the process of data collecting.

Assignment of data collection activities:

- Meg Mongin volunteered to collect economic and demographic data.
- Tim Beard volunteered to collect governmental, legal and legislative data.
- Pam Southworth volunteered to assess residential needs.

- Valerie Annis will collect library usage statistics.
- The board will ask Kerri Arsenault to research technological trends.

OLD BUSINESS

Update on "Commemorative Walkway"

The Board discussed installing a paver in recognition of Gino Buzzeo's donation of granite for this project. An additional campaign to sell pavers was also discussed.

Discussion of the use of the Hodge Library

Tabled for future discussion

General outreach/Public Relations

Tabled for future discussion

NEW BUSINESS

Request for Community Room use for Memorial service

The group requesting rental found an alternate venue prior to our meeting.

OTHER BUSINESS

As may come before the Board

ADJOURNMENT

A motion was made to adjourn at 7:20 PM by Mari Frohne, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary



TOWN OF ROXBURY CONNECTICUT

Library Board of Director/Trustees

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY LIBRARY BOARD OF DIRECTOR/TRUSTEES REGULAR MEETING JUNE 9, 2014

MINUTES

CALL TO ORDER:

Timothy Beard, Chairperson, called the meeting to order at 5:05 PM.

Members Present: Tim Beard, Meg Mongin, Pam Southworth, Mari Frohne, Cynthia Newby, Jeff Krizan & Kerri Arsenalt

Library Director: Valerie Annis

Friends of the Library: Arlene Kershner

APPROVAL OF MINUTES

Secretary's Report - Minutes of Meeting – May 12, 2014

A motion was made to approve the minutes of the 5/12/14 meeting by Meg Mongin. The motion was seconded by Cynthia Newby and carried unanimously.

REGULAR REPORTS

Treasurer's Report – May, 2014

The Treasurer's Report was reviewed. Cynthia Newby reported that the endowment is up over 1 million dollars.

Director's Report – May, 2014

The Director's report was distributed and reviewed.

Friends of the Library Report – May 16, 2014

Arlene Kershner reported that the Friends are preparing for the book sale. She reviewed the plans for the event.

Mari Frohne distributed information regarding the history of the Hodge to be available during the sale for those who may be interested.

COMMITTEE REPORTS

Art Committee

Update on "Primitive & Abstract Collages" exhibit by Ken Cornet: There were no sales to report.

Opening of Karen Simmons exhibit of paintings- Saturday, June 14, 2014 –2 – 4 p.m.: This will be the next opening, which will consist of pastels and painting on canvas.

Building & Grounds

- Alarm company update: AAA Engineering will do the changeover at the end of the month. Pam Southworth will contact DSE to advise that the Library will not be renewing their contract.
- Front door lock and foyer lock repairs: Valerie Annis will follow-up.
- Update on CL&P claim for 2/26/14 "smoke event": Pam Southworth is actively working on this claim.
- Lighting and signage for "Mountains": Mari Frohne will follow-up with her contacts.

Spring Projects

- Window frame repair- Nothing new to report. Pam Southworth will obtain estimates.
- Basement door replacement- Nothing new to report. Pam Southworth will obtain estimates.
- Replacement of turf in Contemplation Garden: Cynthia Newby will follow-up on getting estimates.
- Maintenance of stone edging around building - A group of volunteers will work on this project.

- Spring HVAC maintenance at both: This has been completed. HVAC maintenance is not needed at the Hodge in the spring.
- Cynthia Newby discussed coordinating a watering schedule for the new trees. The hornbeams need to be shaped. It is approximately \$750 - \$1000 to rent a lift and have this done by David Gardner. The Board agreed that \$1,000 can be expended from the Contemplation Garden fund for this purpose. Obtaining estimates for this maintenance for next year was discussed.

A motion was made by Jeff Krizan to expend approximately \$750 - \$1000 to rent a lift for the trimming of the hornbeams by David Gardner, motion seconded by Pamela Southworth and carried unanimously.

By-laws & Policies

Valerie Annis has requested the Personnel Policy from the Town Hall. Cynthia Newby agreed to follow-up on this request as well as a request for requirements regarding the bidding process.

Development

N/A

Finance

N/A

Program

- Update on Alexander Calder Event – thank you email from Susan Braeuer Dam: Valerie Annis read this note aloud.
- Update on “Computing – Tips and Tricks” -- 6/2/14 & 7/7/14: Valerie Annis is working on more publicity for this program to bring in more people for this program. Presenting specific topics was suggested as well as requesting a registration for this program. Kerri Arsenault volunteered to provide a Tips and Tricks program.
- Update on “Expanding Your Backyard: Great Local Destinations” with Kathy Diemer, presenter – Sunday, May 18th: Valerie Annis reported that 51 people attended this fabulous program.
- “How to Find Your Family Roots” – Tim Beard presenter – Thurs. 6/26 at 1:00: The press release for this program with Tim Beard has gone out.
- Summer Reading Program “Fizz Boom Read” --June 28th – August 9th: This will be a big program, which will kick off June 28th. Special events are scheduled for most Saturdays throughout the 6 week program.
- Presentation by George Feifer of Russians by Greg Feifer -- Sunday, July 27th at 3:00 PM: George Feifer kindly agreed to present his son's, Greg Feifer, book.
- “Meet the Author” program with Josh Weil – Sunday, August 10, 2014 – 2:00: Josh Weil will discuss his novel, Great Glass Sea. A cocktail party will be held at Kerri Arsenault's house after the program.
- “Heart & Soul” – Annual Frasier McCann concert– August 24, 2014 – 3:00 & Plans for 20th Anniversary celebration – August 24, 2014: Pamela Southworth reported that a playlist is being put together. A group will get together to plan the schedule of events for that day.
- “First Thursdays” begin on September 4th at 1:00 PM – various subjects
- Karen Tracey as “Amelia Earhart” – September 10, 2014 – FOL to sponsor: A presentation is planned followed by questions from the audience.
- “Handed Down in Song” – Walter Woodward program about New England songs --October 5—time TBA
- Plans for guest speaker Andrew Pighills -- “Stone Walls”: Kerri Arsenault reviewed Andrew Pighills bio. His program cost is negotiable for small groups. The Board agreed to offer \$250 plus travel costs. This program will be held in the fall season.
- Discussion of possible program on Funeral planning: Tabled until the fall season.

Personnel

N/A

Volunteers

N/A

OLD BUSINESS

Update on Strategic Planning process: Jeff Krizan noted that assignments have been given out, which will be collated by the steering committee and presented to the group by July 7th. A mission statement and a strategic plan will be developed.

Update on "Commemorative Walkway": Sales have been slow; however, three bricks have been waiting to be engraved. It was agreed that these should be done as contributors are waiting to see their bricks in the walkway.

Discussion of the use of the Hodge Library- tabled

General outreach/Public Relations- The status of Constant Contact, Facebook, and the Library's website were discussed. Kerri Arsenault noted the great amount of hits the museum passes, provided by the Friends, received on Facebook.

NEW BUSINESS

Review of CCF Grant "Closing the Word Gap: Improving Your Grandchildren's "Vocabulary" – Request for volunteers to help coordinate: Cynthia Newby distributed a copy of the grant awarded. The programing coordinator is doing research to develop a program. Cynthia Newby explained that the scope can be broadened to include parents and those interested beyond Roxbury. A panel to speak on this topic would be ideal. A group of prospective panel members will be invited to assist in planning this program. This program must be run by the fall deadline.

Technology Update: Changes are being made to improve internet speed.

System upgrade & scheduled computer downtime –Saturday July 5, 2014 Discussion of possible library closing: Valerie Annis requested that the Library building be closed on 7/5 as the entire system will be down that day.

A motion was made by Cynthia Newby to close the Library on 7/5/14 during the scheduled computer downtime, seconded by Mari Frohne and carried unanimously.

ADJOURNMENT

A motion was made to adjourn at 6:42 PM by Mari Frohne, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary



TOWN OF ROXBURY CONNECTICUT

Library Board of Director/Trustees

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY LIBRARY BOARD OF DIRECTOR/TRUSTEES REGULAR MEETING JULY 14, 2014

MINUTES

CALL TO ORDER:

Timothy Beard, Chairperson, called the meeting to order at 5:05 PM.

Board of Trustees Present: Tim Beard, Meg Mongin, Pam Southworth, Mari Frohne, Cynthia Newby, Joan Stracks, George Feifer and Kerri Arsenalt

Library Director: Valerie Annis

Friends of the Library: Arlene Kershner

APPROVAL OF MINUTES

Secretary's Report - Minutes of Meeting – June 9, 2014

A motion was made to approve the minutes of the 6/9/14 meeting by Meg Mongin. The motion was seconded by Pam Southworth and carried unanimously.

REGULAR REPORTS

Treasurer's Report – June, 2014

The Treasurer's Report was reviewed.

Director's Report – June, 2014

The Director's report was distributed and reviewed. Valerie Annis noted that the Library has a tremendous Summer Reading Program. She reminded the Board that she will be on vacation next week

Friends of the Library Report – June, 2014

Arlene Kershner reported that the preliminary number for the book sale earnings is \$8,500. The Chinese Auction was very successful. She agreed to have the winners names forwarded to Kerri Arsenault to post on Facebook. A couple slate pieces are still available for purchase. She thanked the Library Board of Trustees for all their help with the book sale and noted that the Friends would be glad to assist the BoT with the Anniversary Celebration. Thank you notes went out to all the business who donated to the event. The Friends will be adding two new members. Mari Frohne noted that there are old boxes of books in the basement with a note that says, "hold for the FoL". The cracked table top glass at the Hodge was discussed and it was determined that the glass would be removed and the table used as is.

COMMITTEE REPORTS

Art Committee

Update on Karen Simmons exhibit – "Kilmer Woods": Approximately \$1,200 was earned for the Library from this sale.

Opening of Barry Blitt exhibit – Saturday, August 8, 2014 --2:00 - 4:00p.m.: This will be an exhibit of cartoon sketches of U.S. Presidents. The children's books by Barry Blitt will also be available for sale at the opening.

Building & Grounds

Alarm company update: The new alarm system has been installed and training has been completed. Meg Mongin agreed to be added to the emergency call list.

Front door lock and foyer lock repairs: A bill has not yet been received.

Update on CL&P claim for 2/26/14 “smoke event”: CL&P has been non responsive; therefore, a letter was sent to the PURA requesting assistance.

Lighting and signage for “Mountains”: Mari Frohne has contacted lighting designers for guidance regarding the lighting. A brass plaque to be mounted on black granite has been agreed upon by the Calder Foundation. The cost will be \$450.

A motion was made to approve the purchase and installation of the Calder Sculpture Plaque in the amount of \$450 by Mari Frohne. The motion was seconded by Joan Stracks and carried unanimously.

- Spring Projects:
 - Window frame repair: An estimate for the window frame repair has not yet been received; however, it was agreed that they should go forward with the repair if the cost came in the same or less than the previous estimate of \$4,447.
 - A motion was made to approve the window frame repair in the amount of \$4,447 or less by Meg Mongin. The motion was seconded by Mari Frohne and carried unanimously.
 - Basement door replacement: An estimate was received for \$3,500 for the replacement basement, painting and stainless hinges.
 - A motion was made to approve the basement door replacement in the amount of \$3,500 by Cynthia Newby. The motion was seconded by Joan Stracks and carried unanimously.
 - Replacement of turf in Contemplation Garden & stone edging around building: Cynthia Newby reported that she reviewed the Town's policy regarding the bidding process, which requires bids for projects over \$10,000. The wholesale estimate received for sod and installation from Debbie Brown is \$3,068.80. It has been determined that the existing edging is still good and an estimate for another layer of stones will be sought.
 - A motion was made to approve the replacement of turf in Contemplation Garden in the amount of \$3,063.80 by Pam Southworth. The motion was seconded by Mari Frohne and carried unanimously.
 - Specs for the painting of the Library will be forwarded to Barbara Henry. Additionally, estimates to patch or replace the stucco have been requested.

By-laws & Policies

N/A

Development

The final Fundraising Raising report for the fiscal year was distributed.

Finance

N/A

Program

Update on “Computing – Tips and Tricks” -- 7/7/14: The next meeting date for this program will be 9-8-14.

Update on “How to Find Your Family Roots” – Tim Beard presenter: 35 people were in attendance for this terrific program.

“Stone Walls of England & New England” – Andrew Pighills presenter –Sunday, July 20, 2014 at 3:00 PM: Kerri Arsenault reported that this program will be filmed by an intern for broadcast on CCTV public access.

Update on Summer Reading Program “Fizz Boom Read” --June 28th – August 9th: Valerie Annis noted how well this program is going.

Presentation by George Feifer of Russians by Greg Feifer – 7-27-14 at 3:00p.m.: The Hickory Stick will make Greg Feifer's books available for sale at this presentation.

“Meet the Author” -- Josh Weil – Sunday, August 10, 2014 –2:00

“Heart & Soul” – Annual Frasier McCann concert– August 24, 2014—3:00p.m.: The possibility of sound amplification will be looked into.

Plans for 20th Anniversary celebration – August 24, 2014—Volunteer sign-up: The sign-up sheet was distributed. The presentation is to begin at 2p.m. 150 or more are anticipated to be in attendance. The tent, tables and chairs have been ordered.

“First Thursdays” begin 9- 4-14 at 1:00 PM—Kate Dimancescu presenter: These will be a series of historical type programs with guest speakers.

Karen Tracey as “Amelia Earhart” – September 10, 2014 – FOL to sponsor

“Handed Down in Song” – Walter Woodward presenter—10-5-14 at 3:00 p.m.

Personnel

Valerie Annis noted that she is in the process of doing staff evaluations.

Volunteers

Many volunteers have come forward to help with the Summer Reading Program.

OLD BUSINESS

Update on Strategic Planning process

Tabled

Update on “Commemorative Walkway”

The Walkway will be mentioned at the 20th Anniversary Ceremony and an insert will be included in the program.

Discussion of the use of the Hodge Library

Kerri Arsenault volunteered to clean and organize the Hodge Library. She would like to open the building two times per week as a museum and possibly hold writing workshops. She reviewed a list of ideas for the building. The Board was thrilled with this suggested and offered their help.

General Outreach/Public Relations

N/A

Review of CCF Grant "Closing the Word Gap" Improving Your Grandchildren's Vocabulary"

This program, scheduled for October 8, 2014 at 5:30 p.m., will be presented as a panel discussion.

NEW BUSINESS

N/A

CORRESPONDENCE

A note from Margaret Miner was read aloud. The Board agreed that they should go forward with an 11x11 paver for Hugh Rawson as previously discussed.

A motion was made to install an 11x11 paver in the Commemorative Walkway for Hugh Rawson by Joan Stracks. The motion was seconded by Mari Frohne and carried unanimously.

A letter of invitation to the McCann family to this year's McCann Concert was read aloud.

OTHER BUSINESS

N/A

ADJOURNMENT

A motion was made to adjourn at 6:50 PM by Mari Frohne, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary



TOWN OF ROXBURY CONNECTICUT

Library Board of Director/Trustees

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY LIBRARY BOARD OF DIRECTOR/TRUSTEES REGULAR MEETING SEPTEMBER 8, 2014

MINUTES

CALL TO ORDER:

Timothy Beard, Chairperson, called the meeting to order at 5:03 PM.

Board of Trustees Present: Tim Beard, Meg Mongin, Pam Southworth, Mari Frohne, Jeff Krizan, and George Feifer

Library Director: Valerie Annis

Friends of the Library: Arlene Kershner

APPROVAL OF MINUTES

Secretary's Report - Minutes of Meeting – July 14, 2014

A motion was made to approve the minutes of the 7/14/14 meeting by Pam Southworth, seconded by Mari Frohne and carried. Jeff Krizan abstained.

REGULAR REPORTS

Treasurer's Report – July, 2014

The Board reviewed the Treasurer's Report dated 8/29/14.

Director's Report – July & August, 2014

The Director's Report for July and August was distributed.

Friends of the Library Report – Meeting – August 25, 2014

Arlene Kershner congratulated the Minor Memorial Library for their 20th Anniversary and the wonderful celebration. She commended Kerri and Patrick for their hard work in cleaning the Hodge Library. She noted that the Friends will need some new boxes that were thrown out in error in the clean-up. She reminded the Board about the Amelia Earhart program and hopes for a sizable crowd. Mari Frohne updated Arlene on the recent Hodge meeting and the various maintenance activities planned.

COMMITTEE REPORTS

Art Committee

Update on Barry Blitt exhibit – “Thirty or Forty Scratchy Drawings of American Presidents

24 pieces have sold to date in the amount of \$17,600, which is a record for the Library.

Opening of Mark Isolda exhibit “Field & Farm” – Saturday, 9/20/14--2:00 - 4:00 PM

This show will be a photography exhibit.

Building & Grounds

Front door lock and foyer lock repairs

Valerie Annis will follow-up.

Update on CL&P claim for 2/26/14 “smoke event”

Pam Southworth reminded the Board that this smoke event was incidental to claim of two years ago. The claim was sent to PURA who advised that CL&P is not responsible. The next step would be to bring this to small claims court or to file with the Town's insurance company. George Feifer recommended composing a forceful letter to CL&P. Pam Southworth agreed to work with him to compose such a letter.

Lighting and signage for “Mountains”

Mari Frohne will continue to follow-up on this.

Fall Projects

- Window frame repair- This repair will be done at the time of the basement door replacement.
- Basement door replacement- This was a special order item and will be in within 6-8 weeks.
- Library painting and repair or replacement of stucco- Barbara Henry is working on sending this out to bid.

By-laws & Policies

Valerie Annis suggested that this Committee meet to review and update by-laws and policies.

Development

No fundraising report at this time.

Finance

N/A

PROGRAMS

Review of recent programs

Valerie Annis reviewed the success of the recent programs that were held.

Schedule for upcoming programs

Valerie Annis reviewed upcoming programs with the group. The Board encouraged the use of constant contact e-mail blasts to inform the public of the upcoming events.

Personnel

N/A

Volunteers

Valerie Annis reported that there were many young volunteers this year. They were a big help with the summer reading program's movie nights.

OLD BUSINESS

Update on Strategic Planning process

Jeff Krizan reported that they will resume work on this project.

Update on “Commemorative Walkway”

4x8 pavers will be the only available options on the new order forms.

Discussion of the Hodge Library

The 9/2/14 narrative update of the Hodge was distributed and reviewed.

Update on planning process for CCF Grant “Closing the Word Gap: Improving Your Grandchildren’s Vocabulary”

Valerie Annis asked that everyone get the word out about this program.

NEW BUSINESS

Review and approval of Calder plaque expense

Correspondence between Joan Stracks and the Calder Foundation was read. She asked that the Board be polled as to whether they would be willing to pay the extra \$100. Originally \$450 was approved; however, an extra line was added to the plaque.

A motion was made to increase the expenditure for the Calder plaque to the amount of \$550 by Meg Mongin, seconded by Mari Frohne and carried unanimously.

Discussion of co-sponsorship for November 2nd "Smart Growth" program

E-mail correspondence with Conservation Commission members regarding this program was reviewed. It was clarified by Valerie Annis that this program was scheduled to be held at Town Hall and only co-sponsored by the Library. The Board agreed that this matter may not be within the Library's purview and will respectfully decline to sponsor this as a "Town Wants to Know" program.

Discussion of pavers for Hugh Rawson and Gino Buzzeo

The Board discussed the inscriptions for these pavers and will review with the families.

Discussion of meeting dates for Fall Board meetings

It was noted that any change in meeting dates would have to be called as Special Meetings.

Approval of "Passport Program" display

Valerie Annis explained that in this program patrons would obtain a "passport" to have stamped at each Library they visit in September. The Board agreed that Valerie Annis should be reimbursed for the Minor Memorial pens to be used as a giveaway for this program. They also agreed that the display of all the Libraries visited by a young Bridgewater resident that was exhibited at the Bridgewater Fair should be displayed in the Library.

Technology update and comments

Tabled

CORRESPONDENCE

Thank you notes sent to the Friends and McCann family were read aloud.

OTHER BUSINESS THAT MAY COME BEFORE THE BOARD

George Feifer noted that the Board should be obligated to do due diligence in researching other investment firms. The Board agreed that this should be included on the agenda for next month's meeting.

ADJOURNMENT

A motion was made to adjourn at 6:30 PM by Mari Frohne, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary



TOWN OF ROXBURY CONNECTICUT

Library Board of Director/Trustees

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY LIBRARY BOARD OF DIRECTOR/TRUSTEES REGULAR MEETING OCTOBER 15, 2014

MINUTES

CALL TO ORDER:

Timothy Beard, Chairperson, called the meeting to order at 5:00 PM.

Board of Trustees Present: Tim Beard, Meg Mongin, Pam Southworth, Mari Frohne, Joan Stracks and George Feifer

Library Director: Valerie Annis

Friends of the Library: Arlene Kershner

Art Show Curator: Paula Lazeski

APPROVAL OF MINUTES

Secretary's Report - Minutes of Meeting – September 8, 2014

A motion was made to approve the minutes of the 9/8/14 meeting by Meg Mongin, seconded by Pam Southworth and carried unanimously.

REGULAR REPORTS

Treasurer's Report – September, 2014

The Board reviewed the Treasurer's Report dated 10/14/14.

Director's Report – September, 2014

The Director's Report for September was distributed.

Friends of the Library Report – Meeting – September 22, 2014

Arlene Kershner noted that she is pleased with cooperation between the Board and the Friends. The museum passes were recently renewed. It was agreed that the Amelia Earhart program was fabulous. It was attended by approximately 45 people. A couple resignations from the Friends board have been received. They are working on finding replacements for the open positions.

COMMITTEE REPORTS

Art Committee

Update on Mark Isolda exhibit "Field & Farm":

The group agreed that this is a beautiful photography show and commented on the publicity it has received.

Discussion of art sales:

Paula Lazeski distributed next year's show schedules and the Artists Guidelines for Exhibits. She discussed the possibility of taking credit card payments. It was noted that the book keeping could become an issue. She feels taking payments via credit cards would increase sales. Credit card payments can also be used for fundraising and an online option could be added for donating. She feels it would greatly increase contributions. George Feifer suggested a trial period of two years. The Board agreed that they should wait for the treasurer to be present prior to moving forward with this and noted that more details are needed.

Opening of Liz Alpert Fay & Kimberly Day Proctor exhibit – "Familiar Paths" – November 8, 2014 – 2 – 4 PM:

Paula Lazeski reported that this is going to be quite a show and very nontraditional.

Building & Grounds

Signage for "Mountains" installed 10/8/14 –lighting update: Joan Stracks reported that the sign has been installed.

Fall projects:

- Window frame repair: Pam Southworth reported that this repair is imminent.
- Basement door replacement : The door was expected to be available for installation in the beginning of October.
- Library painting and repair or replacement of stucco: Barbara Henry will address the painting of the building ASAP. An estimate for the stucco is being sought.
- Painting of art cubes: This will be done by a professional painter.
- Power- washing terrace railing: Valerie Annis agreed that the railing looks great. Josef will return to power-wash the terrace floor.
- Update on CL&P claim for 2/26/14 "smoke event": Pam Southworth will follow-up. George Feifer offered to help draft a letter to the president of the company.

By-laws & Policies

Review of Investment Policy

The Investment Policy Statement adopted 10/18/99 was distributed. George Feifer suggested that a comparison be performed between Bernstein and the market over the past several years. He volunteered to do this comparison.

A motion was made to charge George Feifer with doing a comparison between Bernstein and the market over the past several years by Meg Mongin, seconded by Tim Beard and carried unanimously.

Development

Valerie Annis reported that Cynthia Newby sent an e-mail regarding the Annual Appeal asking for the Board's input.

Finance

N/A

Program

Review of recent programs

Upcoming programs:

- 10/23 @ 6:30– Ghostly Photographs - FOL sponsored
- 10/26 @ 3:00 – "Meet the Author" – Nancy McMillan- March Farm: Season by Season on a Connecticut Family Farm
- 11/ 3 @ 5:30 Tips & Tricks of Computing
- 11/8 @ 2:00 – Art Show Opening: Liz Alpert Fay & Kimberly Day Proctor exhibit
- 11/9 @ 3:00 "Meet the Author" – George Feifer with illustrator-- Billy Steers- Great Garlic: A Complete Guide to Nature's Spiciest Spice
- 11/16 @ 3:00p.m. – Dowsing Program with Terese Brennan
- 12/6 @ 6:00 – Annual Tree Lighting

Additional programs in the planning process

Tabled

Personnel

N/A

Volunteers

Tabled

OLD BUSINESS

Update on Strategic Planning process

Tabled

Reports & statistics due 10/17

Discussion of future meetings

Updates on the Hodge Library

The group confirmed the receipt of Kerri Arsenault's report. It was suggested that there should be a Hodge Board discussion held.

Well testing & Clean up

Tabled

Future events planned for Hodge

Tabled

Discussion of pavers for Hugh Rawson and Gino Buzzeo

Valerie Annis noted that it should be determined what is to be engraved on these pavers ASAP.

Review of September 8, 2014 letter to the Conservation Commission

A copy of this letter was distributed to the members.

NEW BUSINESS

Future planning of Frasier McCann Concerts

Tabled

Discussion of Franklin McCann's recent contribution

Tabled

Discussion of the Renewal Agreement for "Mountains" – Alexander Calder sculpture

Joan Stracks reported that the contract with Calder expired in 2009. They would like to renew it with expiration date of 2016. The Board agreed they would be in favor of this renewal under the current terms. The Board suggested an extension to 2019.

A motion was made to renew contract for the Calder Sculpture for at least 5 years under the current terms, which shall include the agreement that the Foundation absorbs the cost of insurance for the sculpture by Joan Stracks, seconded by Mari Frohne and carried unanimously.

November Library Board Elections- Nominating Committee

Tabled

Staff Appreciation

Tabled

Library Closing

Veteran's Day holiday: Valerie Annis reminded the Board that it has been the Library's policy that if a holiday falls on a Tuesday the employees are given the following day off. She reported that Veterans' Day falls on a Tuesday this year.

Motion to close the Library Wednesday, November 12 in observance of Veterans' Day by Mari Frohne, seconded by George Feifer and carried unanimously.

CORRESPONDENCE

Tim Beard read the correspondence for the Board.

OTHER BUSINESS THAT MAY COME BEFORE THE BOARD

N/A

ADJOURNMENT

A motion was made to adjourn at 6:25 PM by Mari Frohne, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary



TOWN OF ROXBURY CONNECTICUT

Library Board of Director/Trustees

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY LIBRARY BOARD OF DIRECTOR/TRUSTEES REGULAR MEETING NOVEMBER 10, 2014

MINUTES

CALL TO ORDER

Timothy Beard, Chairperson, called the meeting to order at 5:01 PM.

Board of Trustees Present: Tim Beard, Meg Mongin, Pam Southworth, Mari Frohne, Joan Stracks and George Feifer

Library Director: Valerie Annis

Friends of the Library: Arlene Kershner

APPROVAL OF MINUTES

Secretary's Report - Minutes of Meeting – October 15, 2014

A motion was made to approve the Minutes of the 10/15/14 meeting as written. Motion by Pam Southworth, seconded by Joan Stracks and carried unanimously.

REGULAR REPORTS

Treasurer's Report – October, 2014

The Treasurer's Report as of 10/31/14 was distributed and reviewed.

Director's Report – October, 2014

The Director's report was distributed and reviewed. The many programs held in October were commented upon.

Friends of the Library Report – Meeting – October 27, 2014

Arlene Kershner reported that the newsletter will be released after Thanksgiving. The Ghostly Photographs program sponsored by the FOL was well attended. The next Friends meeting will be held 11/21/14. There will be no meeting December. The Friends Members Contact List was distributed.

COMMITTEE REPORTS

Art Committee

Update on Mark Isolda exhibit "Field & Farm" – Mari Frohne reported the one piece was sold from this show.

Opening of Liz Alpert Fay & Kimberly Day Proctor exhibit – "Familiar Paths" – November 8, 2014 – 2 – 4 PM.

The Board agreed that this is a beautiful show, which had a great opening. There are no sales to report to date. This show will be up through January 3rd.

Building & Grounds

- Window frame repair- complete
- Basement door replacement- complete
- Library painting and repair or replacement of stucco- Pam Southworth reported that water issues are causing the problems with the stucco and she is looking into options regarding this matter.
- Painting of art cubes- complete
- Power- washing terrace railing- complete. The terrace patio will be power-washed in the spring.
- Replacement of terrace lantern lights- It was agreed that the replacement of the terrace lantern lights and the children's room lights will be looked into.
- Update on CL&P claim for 2/26/14 "smoke event"- in progress

By-laws & Policies

Valerie Annis recommended that it would be a good idea to review the By-Laws and Policies for any necessary updating.

Development

Update on Annual appeal mailing- It was reported that Cynthia Newby is working on getting out the appeal.

Finance

1st quarter (FY 14-15) Review – hand-out: Cash Flow - Actual vs. Budget July through September was distributed and reviewed. Valerie Annis noted that Adult Activities have increased and reminded the Board that they now have a new coordinator. The Friends help with the reimbursement of these activities.

Meg Mongin was seated at 5:35 PM.

Program

Review of recent programs

- 10/23 @ 6:30– Ghostly Photographs - FOL sponsored
- 10/26 @ 3:00 – “Meet the Author” – Nancy McMillan - March Farm: Season by Season on a Connecticut Family Farm
- 11/ 3 @ 5:30 Tips & Tricks of Computing
- 11/8 @ 2:00 – Art Show Opening: Liz Alpert Fay & Kimberly Day Proctor exhibit
- 11/9 @ 3:00 “Meet the Author” – George Feifer with illustrator-- Billy Steers – "Great Garlic: A Complete Guide to Nature's Spiciest Spice"

Additional programs in the planning process:

It was noted that a program regarding the College Admissions Process will be held in January.

Personnel

Special Meeting planned for December 1, 2014. This will be an executive session discussion. The meeting time is to be determined

Volunteers

N/A

OLD BUSINESS

Update on Strategic Planning process

Tabled

Updates on the Hodge Library

- Hodge maintenance: The plans for the Hodge maintenance were briefly discussed.
- Future events planned for Hodge: It was agreed that each program to be held at the Hodge should have individual approval by the Library BOT. It was confirmed that the Rug Talk would be a one day event to be held on December 14, 2014.

A motion was made to approve the Turkish Rug Talk and Sale at the Hodge. By Mari Frohne, seconded by Tim Beard and carried unanimously.

Discussion of installation of last few 11 x 11 pavers

It was noted that the installation of the last couple pavers prior to winter is being coordinated.

Review of September 8, 2014 letter to the Conservation Commission

Pam Southworth reported on the feedback received from the BOT's letter to the Conservation Commission dated 9/8/14.

NEW BUSINESS

Future planning of Frasier McCann Concerts

It was agreed that the conversation regarding to the planning of this event and its purpose should be deferred until more Board members can be present.

Discussion of Franklin McCann's recent contribution

It was agreed that Mr. McCann's recent contribution should be assigned to something lasting such as the Contemplation Garden.

A motion was made to assign Franklin McCann's recent contribution to the Contemplation Garden. By Pam Southworth, seconded by Tim Beard and carried unanimously.

Discussion of the Renewal Agreement for "Mountains" – Alexander Calder sculpture

Joan Stracks reported that the Foundation has agreed to renew the contract for the "Mountains" sculpture until 2017. The original contract was signed by Barbara Henry.

Review of Calder Foundation insurance questionnaire

A questionnaire was received as part of the new contract, for which the questions were not applicable. Joan Stracks agreed to discuss this further with the Foundation.

November Library Board Elections- Nominating Committee

Mari Frohne nominated the current slate of officers for 2015. The nomination was seconded by Meg Mongin.

A motion was made to elect Tim Beard as Chair, Cynthia Newby as Treasurer, Pamela Southworth as Secretary and Mari Frohne as Chair of Hodge Memorial Library & Museum. Motion by Meg Mongin, seconded by Joan Stracks and carried unanimously.

Staff Appreciation

The Board agreed that wonderful feedback regarding last year's staff appreciation luncheon was received and it would be a good idea to plan a similar luncheon this year. The details of this luncheon will be discussed at the next regular meeting.

A motion was made to plan a staff appreciation luncheon for 2015. By Mari Frohne, seconded by Joan Stracks and carried unanimously.

CORRESPONDENCE

N/A

OTHER BUSINESS THAT MAY COME BEFORE THE BOARD

2015 Regular Meeting Schedule of the Library BOT

A draft 2015 meeting schedule was distributed and reviewed.

A motion was made to accept the 2015 Library BOT Meeting Schedule as presented. By Pam Southworth, seconded by Joan Stracks and carried unanimously.

ADJOURNMENT

A motion was made to adjourn at 6:14 PM by Mari Frohne, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary



TOWN OF ROXBURY CONNECTICUT

Library Board of Director/Trustee

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY LIBRARY BOARD OF DIRECTOR/TRUSTEE SPECIAL MEETING DECEMBER 1, 2014

MINUTES

CALL TO ORDER

Timothy Beard, Chairperson, called the meeting to order at 5:05 PM.

Board of Trustees Present: Tim Beard, Meg Mongin, Pam Southworth, Mari Frohne, Joan Stracks, Cynthia Newby, Kerri Arsenault, and Jeff Krizan

Library Director: Valerie Annis

BUSINESS

The Board had a general conversation with Valerie Annis regarding her recommendations going forward with this process. Mrs. Annis noted that in Chapter 6 of the ACLB Handbook an exit interview is recommended. She feels this would be a good idea. The Board agreed that once prepared they will have exit interview with Valerie Annis. It was confirmed that Mrs. Annis is willing to stay and train the new hire. She advised that supervisory experience is important; however, director's experience is not necessary. Social medial networking, emerging technologies and forward thinking are valuable skill sets. The candidate should have a Biliomation / Open Source background. It was agreed that the MLS requirement is firm.

Valerie Annis distributed the existing job description and sample employment ads. An ad for the position will be placed with the CLC, on popular search engines and with the Republican American. The Board agreed that applications would be accepted until 1/31/15; however, resumes will be evaluated as received. The importance of consistent interview questions and acknowledgements of the receipt of each resume was discussed. The new director will be chosen by February 15th. Valerie Annis will resign as Director and return in the beginning of March as a consultant for training purposes.

EXECUTIVE SESSION

Library Director Position

A motion was made at 5:44 PM to enter into executive session to discuss the Library Director position. By Joan Stracks, seconded by Mari Frohne and carried unanimously

A motion was made at 6:28 PM to exit executive. By Joan Stracks, seconded by Mari Frohne and carried unanimously.

ADJOURNMENT

A motion was made to adjourn at 6:33 PM by Joan Stracks, seconded by Mari Frohne and carried unanimously.

Respectfully submitted,

Jai Kern

Tai Kern, Secretary