



# TOWN OF ROXBURY CONNECTICUT

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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 12, 2015

### CANCELLATION NOTICE

The Regular Meeting of the Library Board of Trustees of January 12, 2015 has been cancelled due to inclement weather. A Special Meeting will be scheduled for Wednesday, January 14, 2015 at 5:00 PM.

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 SPECIAL MEETING JANUARY 14, 2015

### MINUTES

#### CALL TO ORDER

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

Present: Members, Tim Beard, Meg Mongin, Pam Southworth, Mari Frohne, Kerri Arsenault, Jeff Krizan and George Feifer; Library Director: Valerie Annis; Friends of the Library: Arlene Kershner

#### APPROVAL OF MINUTES

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

A motion was made to approve the Minutes of the 11/10/14 meeting as written. Motion by Cynthia Newby, seconded by Meg Mongin and carried unanimously.

#### REGULAR REPORTS

##### Treasurer's Report – December, 2014

The Treasurer's Report as of December 2014 was distributed and reviewed.

##### Director's Report – November/December, 2014

The Director's report was distributed along with the Annual Report, which has been submitted to the Town.

##### Friends of the Library Report – Meeting – November 24, 2014

Arlene Kershner reported that Betty Hurlbut has joined the Friends Board. There was no meeting in December. The Friends will start collecting books for the book sale at the Hodge on April 1.

#### COMMITTEE REPORTS

##### Art Committee

Update of Liz Alpert Fay & Kimberly Day Proctor exhibit – “Familiar Paths”: Mari Frohne reported that three pieces were sold from this exhibit.

Opening of Laura Bleau exhibit “Life Studies: Pastel Paintings & Drawings” Saturday, January 10, 2015 – 2 – 4 p.m.: There was a good turnout for this opening. No sales to report to date.

##### Building & Grounds

Basement door replacement- This project has been completed with the exception of a piece of weather stripping. A receipt for \$3,500 was submitted to the town for reimbursement.

Library painting and repair or replacement of stucco: A receipt for \$475 has been submitted to the town for the window repair completed in preparation for the painting of the library. The cost of the stucco repair is approximately \$5,000, which will be included in the budget for next year. Pam Southworth explained that all the options are still being explored. Cynthia Newby suggested that once the stucco is removed the area be viewed by the Board to determine whether it is necessary to reapply the stucco.

Replacement lighting - children's room, recessed lighting, outside wall lamps and lantern repair- complete

Update on CL&P claim for 2/26/14 “smoke event”- in progress: Pam Southworth reported that PURA and Community Relations could not assist in this matter that related to the 2010 claim regarding equipment failure due

to human error. Barbara Henry has agreed to discuss this matter with her contacts in the legislature. An insurance claim will be filed for the \$4,100 less the \$1,000 deductible.

Hodge maintenance: Mari Frohne reported that the door is to be installed this week. The broken crawl space window will be replaced with a vent. Kerri Arsenaault reported that Brian Neff is working on plans for a new well.

At 5:25 PM Jeff Krizan was seated.

#### By-laws & Policies

Valerie Annis suggested and the Board agreed that the policy regarding the wireless signal should be updated to be available 24/7 to allow for those outside of the library to access it at any time.

#### Development

Update on Annual appeal mailing- Cynthia Newby reported that a general gift of stock valued at \$10,094 for general funds was received from Diebold. The fund drive goal has been increased to \$29,000 by July 1.

#### Finance

2<sup>nd</sup> Qtr. review and review & approval of proposed 15-16 budget– hand-out

The Board reviewed the proposed 15-16 budget and the 2nd Quarter review. The proposed budget has been increased by approximately \$4,000 or 2%.

Cynthia Newby reported that the town received a grant to assess the energy efficiencies of the library and found that \$27,000 in upgrades are suggested. A \$6,000 credit would be given and there would be a 9 year expected payback. Pam Southworth agreed to review this report.

Jeff Krizan discussed with the group the funds allocated toward e-books and whether an increase to this line item should be considered for future budgets.

A motion was made to accept the proposed 15-16 budget for submission to the town. By Jeff Krizan, seconded by Pam Southworth and carried unanimously.

#### Program

Discussion of program planning process including future McCann concerts: The Board had a discussion regarding how they would like to see future McCann performances selected and scheduled. It was agreed a fresh performance each year would be preferred with a policy of not repeating a performer within 5 years. The Program Coordinator will take on the responsibility of coordinating this event in the future with guidance from the Board.

The group also discussed interfacing between the Program Coordinator and the Board. The Board would like a monthly report of programs planned and proposed. They would like the opportunity to make program suggestions at times.

#### Review of recent programs

- a) 12/1 & 1/5/15 @ 5:30 -- "Tips & Tricks of Computing"
  - b) 12/4 – A Christmas Memory by Truman Capote read by Doug Schlicher
  - c) 12/14 – Turkish Kilim-rug presentation & sale at Hodge
  - d) 1/3/15 – "Meet the Author" David J. DeWitt – Handwriting Analysis: Discover Your Own Vocation/Career Potential
  - e) 1/11/15 – "Navigating the College Admission Process..." – 2:00 p.m. with Ellen O'Donnell & student panel
- Additional programs in the planning process
- f) Hodge programs
  - g) Thursday -1/22/15- "Seeing the Enemy First: Using Radar in WWII" with Marty Sagendorf—7:00 p.m.

#### Volunteers

N/A

**OLD BUSINESS**

Update on Strategic Planning process – tabled

Update on Renewal Agreement for “Mountains” – Alexander Calder sculpture: Valerie Annis reported that Joan Stracks has forwarded the Calder insurance form questionnaire to Barbara Henry.

Staff Appreciation - tabled

**CORRESPONDENCE**

N/A

**EXECUTIVE SESSION**

Personnel - Update on Director’s search

A motion was made at 6:29 PM to enter into executive session to discuss the update on the Director's search. By Cynthia Newby, seconded by Pam Southworth and carried unanimously.

A motion was made at 6:45 PM to exit executive session. By Meg Mongin, seconded by Jeff Krizan and carried unanimously.

**ADJOURNMENT**

A motion was made to adjourn at 6:45 PM by Meg Mongin, seconded by Jeff Krizan and carried unanimously.

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary



# TOWN OF ROXBURY CONNECTICUT

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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 9, 2015

### CANCELLATION NOTICE

The Regular Meeting of the Library Board of Trustees of February 9, 2015 has been cancelled due to inclement weather. A Special Meeting will be scheduled for Wednesday, February 11, 2015 at 5:00 PM.

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 SPECIAL MEETING FEBRUARY 11, 2015

### 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, Joan Stracks and George Feifer

Library Director: Valerie Annis

Friends of the Library: Arlene Kershner

#### APPROVAL OF MINUTES

Secretary's Report - Minutes of Meeting – January 14, 2015

A motion was made to approve the Minutes of the 01/14/15 meeting as written. Motion by Pam Southworth, seconded by Meg Mongin and carried unanimously.

#### REGULAR REPORTS

Treasurer's Report – January, 2015

The Treasurer's Report as of January 30, 2015 was distributed and reviewed.

George Feifer was seated at 5:05 PM.

Director's Report – January, 2015

The Director's report was distributed.

Friends of the Library Report – Meeting – November 24, 2014

Arlene Kershner reported that their annual meeting will be held February 23, 2015 and invited the Board members to attend. She commented on how much Valerie's retirement reception was enjoyed.

Joan Stracks was seated at 5:07 PM.

#### COMMITTEE REPORTS

Art Committee

- Update of Laura Bleau exhibit "Life Studies: Pastel Paintings & Drawings"
  - Mari Frohne reported that there have been no sales to date.
- Opening of "Reformations" by Erin Walrath – Saturday Feb. 28: 2 – 4 p.m.
  - This exhibit will include display cubes.

Building & Grounds

- Library painting and repair or replacement of stucco
  - Pam Southworth reported that there is no update regarding the stucco. Barbara Henry will send the painting job out to bid.
- Update on CL&P claim for 2/26/14 "smoke event"
  - The repairs from the smoke event are almost complete. Town Hall is providing the insurance information so a claim can be submitted.

Pam Southworth reported that the Town has asked the Library to join them in an energy savings incentive program. The total cost to the Library for the replacement of fixtures is \$21,065 for which payback is expected in

eight years. The electric bill will increase by \$300 per month over the next four years. Cynthia Newby asked that the loan amount be shown separately on the bills. Joan Stracks noted concerns that the current lighting would not accommodate the new fixtures; thereby, creating additional costs. Additional concerns were noted regarding the aesthetics of the new lighting for a library setting. Pam Southworth agreed to get further information, but advised that the Board has been asked to vote on this tonight.

A motion was made to join the Town and engage with JK Energy for efficiency lighting at the cost of \$21,064.95 payable over four years. Motion by George Feifer, seconded by Cynthia Newby and passed 5-0-1. Joan Stracks abstained.

- Hodge maintenance: tabled

#### By-laws & Policies

- Review & approval of revised Wi-Fi Policy
  - The Wi-Fi Policy was reviewed and it was found that no change is needed to allow for 24/7 availability.

A motion was made to approve the Wi-Fi Policy as written. Motion by Cynthia Newby, seconded by Tim Beard and carried unanimously.

#### Development

- Update on Annual appeal
  - The Annual Appeal was reported to be going along well.
- Fundraising Report – January, 2015
  - The Fundraising Report through January 31, 2015 was reviewed. Donations to date total \$28,529.

#### Finance

- Discussion & approval of revised 15-16 budget/update on health care coverage
  - It was confirmed that the Library Director position will remain on the town's health care plan.
- Annual Sanford Bernstein presentation by Joe Pucci
  - Scheduled for March 9, 2015 meeting.

#### Program

- Discussion of program planning process

It was agreed that going forward the Program Coordinator would work with the Program Committee (Southworth, Feifer, Mongin, Stracks) to schedule programs in an effort to expedite the process in between BoT meetings. The Board asked that those involved look to assure there is no overlap between programs provided by the library and other town organizations.

- Review of recent programs
  - “Tips & Tricks of Computing”
  - “Handwriting Analysis:...” with David DeWitt – Jan. 3, 2015: 18 in attendance
  - “I See You—Radar in WWII” – Jan. 22, 2015: 22 in attendance
- Additional programs in the planning process—hand-out

Scheduled and proposed programs through June were reviewed and accepted. It was suggested that Dr. Al of Bethlehem be contacted regarding the Keeping Bees presentation.

- Adult Book Discussion
  - Snow date 2-11-15 at MML
- Hodge programs - tabled
- Planning for annual McCann concert – hand-out
  - The groups discussed some options for this year's McCann concert. They invited the Program Coordinator to be present at the next meeting for further discussion.

#### Personnel – Executive Session – Update on director search

It was determined that an executive session was not needed. The Board is still conducting interviews of potential candidates for the Director's position.

Volunteers

N/A

**OLD BUSINESS**

Update on Strategic Planning process

The group discussed moving forward in light of Jeff Krizan's resignation. It was agreed that this would be further discussed at the 3/9/15 meeting.

Update on Renewal Agreement for "Mountains" – Alexander Calder sculpture

Joan Stracks reported that she discussed the renewal with the Selectmen's office. She will request the renewal forms from the Foundation and will forward them to Barbara Henry to fill out.

Staff Appreciation

The group agreed that a reception for the new Director would be held in addition to honoring a long standing staff member.

Valerie Annis dismissed herself from the meeting at 6:00 PM.

**CORRESPONDENCE**

A note of thanks from Valerie Annis was read in appreciation for the retirement reception held in her honor.

**ADJOURNMENT**

A motion was made to adjourn at 6:05 PM by Meg Mongin, 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 SPECIAL MEETING FEBRUARY 24, 2015

### MINUTES

#### CALL TO ORDER:

Pam Southworth, Acting Chairperson, called the meeting to order at 10:05 a.m.

Board of Trustees Present: Kerri Arsenault, Meg Mongin, Pam Southworth, Mari Frohne, Joan Stracks and Jeff Krizan.

#### BUSINESS

##### Personnel – Executive Session – Update on director search

A motion was made to enter into Executive Session at 10:06 a.m. to discuss the update on the new director search by Jeff Krizan, seconded by Joan Stracks and carried unanimously.

A motion was made to exit into Executive Session at 10:37 a.m. by Jeff Krizan, seconded by Arsenault and carried unanimously.

##### Any action to be taken

A motion was made by Joan Stracks and seconded by Mari Frohne to offer the candidate (Lynn Rosato), recommended by the Personnel Committee, the position of Library Director of the Roxbury Public Library. If Lynn turns down the offer, the BOT agree that the offer be extended to Teresa Roxburgh. Those in agreement: Meg Mongin, Pam Southworth, Mari Frohne and Joan Stracks. Those against: Kerri Arsenault. Those abstaining: Jeff Krizan.

#### ADJOURNMENT

A motion was made to adjourn at 10:45 AM, by Jeff Krizan, seconded by Mari Frohne and carried unanimously.

Respectfully submitted,

*Tai Kern*

Tai Kern, Secretary

(Written by Pam Southworth)



# 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/TRUSTEES REGULAR MEETING MARCH 9, 2015

### MINUTES

#### CALL TO ORDER

Cynthia Newby, Acting Chairperson, called the meeting to order at 5:03 PM.

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

Library Director; Valerie Annis and Adult Program Director; Sarah Griswold

Friends of the Library: Arlene Kershner

A motion was made to adjust agenda to hear the Annual Sanford Bernstein presentation by Joe Pucci. Motion by Pam Southworth, seconded by Cynthia Newby and carried unanimously.

#### BUSINESS

##### Annual Sanford Bernstein presentation by Joe Pucci

Joe Pucci distributed a presentation hand-out for the Board members. He reported on an account total of \$1,075,038 as of 3/4/15 of which \$658,947 is in the Minor Memorial Library account and \$416,091 is in the Hodge Library account. He noted that the account has doubled its principal since inception in 1999. He reviewed the yearly performance summary with the group.

Mari Frohne was seated at 5:12 PM.

Joan Stracks was seated at 5:16 PM.

2014 performance among asset classes was discussed. The importance of active monitoring of diversification and management of risk was noted. Dynamic Asset Allocation was explained.

Cynthia Newby noted that the Library continues to grow its account while taking operating expenses.

George Feifer questioned Bernstein's performance vs. their competitors. Mr. Pucci reported that Bernstein has been among the top 25% over the years the Library has been their client. The special consideration that is given in the management of the Library's assets is its tax exempt status. The Library's stocks can be traded more frequently due to this. Sanford Bernstein's fees were reviewed.

The Board thanked Joe Pucci for his presentation.

#### APPROVAL OF MINUTES

##### Secretary's Report - Minutes of Meeting – February 11, 2015 and February 24, 2015

A motion was made to approve the Minutes of the 02/09/15 and 2/24/15 meetings as written. Motion by Pam Southworth, seconded by Meg Mongin and carried unanimously.

#### REGULAR REPORTS

##### Treasurer's Report – February, 2015

The Treasurer's Report as of February, 2015 was distributed.

### Director's Report – February, 2015

Valerie Annis gave a verbal report. She is looking forward to welcoming the new Director.

### Friends of the Library Report – Meeting – February 23, 2015

The Friends offered their congratulations regarding the hiring of a new Director. They thank the Board for their attendance at their annual meeting. On the first Saturday in April they will begin to collect books for the book sale.

The Board noted their appreciation for the Friends contribution toward one-half of the catering for Valerie's retirement party.

## **COMMITTEE REPORTS**

### Art Committee

Update of Laura Bleau exhibit "Life Studies: Pastel Paintings & Drawings": There were no sales to report.

Opening of "Reformations" by Erin Walrath: The opening was well attended and a few sales were made.

### Building & Grounds

Library painting and repair or replacement of stucco: Nothing new to report. Will go out to bid.

Update on CL&P claim for 2/26/14 "smoke event": The information for the insurance claim has been given to Judi Moker in the Selectmen's Office. There has been no decision to date.

Pam Southworth reported that due to an ice dam leak through the smoke detector the fire alarm was triggered. The detector has temporarily been removed. The staff has been made aware of the switch for the heating cables. A disaster plan will be drafted, which will include such information.

### Hodge Maintenance

Tabled

### By-laws & Policies

It was noted that Jeff Krizan has resigned. The Strategic Plan Committee will merge with the By-laws & Policies Committee.

A motion was made by George Feifer to merge the By-laws & Policies Committee with the Strategic Plan Committee, which shall consist of members Newby, Arsenault, and Southworth. The motion was seconded by Meg Mongin and carried unanimously.

The group agreed that they would invite the Executive Director of the Westport Library, Maxine Bleiweis, as a consultant to discuss strategic planning.

### Development

Update on Annual appeal / Fundraising Report – February, 2015: The Fundraising report was distributed. Kerri Arsenault agreed to look into receiving on-line payments.

### Program

Discussion of program planning process: Sarah Griswold, Adult Program Director, confirmed that the Board would like her to continue the planning process as usual, but also meet with the Program Committee to review plans and consider suggestions.

Review of recent programs / Additional programs in the planning process / Hodge programs: The group briefly reviewed the programs planned and those being considered. Further discussion regarding programming will take place at the committee meeting.

Planning for annual McCann concert: Pam Southworth offered her assistance and guidance to Sarah in the planning of the annual McCann concert.

### Personnel

The Personnel Committee accepted the assignment of reviewing the Director's administrative requirements. Valerie Annis agreed to compile a monthly list of administrative duties.

### **EXECUTIVE SESSION - Update on director search"**

#### Meet and Greet" new director & Valerie's per diem hours & exit interview

A motion was made to enter into executive session at 6:25 PM to update the discussion on the director search by George Feifer, seconded by Meg Mongin and carried unanimously.

A motion was made to exit executive session at 6:40 PM by Pam Southworth, seconded by Joan Stracks and carried unanimously.

George Feifer dismissed himself at 6:40 PM

### Board Transition

Recognizing Tim

Appointment of a Chair: This will be tabled until the April meeting. There will be a polling of those interested and a silent vote.

### Volunteers

Kerri-discussion of technical/computer help during interim: Kerri Arsenault offered to update the website and provide technical assistance to the Director as needed during the transition.

### **OLD BUSINESS**

#### Update on Strategic Planning process

See By-Laws & Policies

#### Update on Renewal Agreement for "Mountains" – Alexander Calder sculpture

The Agreement information has been forwarded to Barbara Henry. Joan Stracks has not heard back from Melissa Claus of the Foundation.

### Staff Appreciation

Tabled

### **NEW BUSINESS**

#### Discussion of new copier

Valerie Annis reported that the lease for the current copier is coming to an end. She suggested going forward with a new lease for an upgraded copier as this is not much more of an expense. The Board suggested that the Friends be given the opportunity to further research this matter since they fund the copier expense. Meanwhile, Valerie Annis will call for service on the current copier.

#### Kerri-2 event proposals

Kerri Arsenault agreed to present these ideas at the Program Committee meeting.

### Correspondence

An e-mail correspondence from the Connecticut Arts Alliance regarding the Governor's Proposed FY 16-17 Budget was distributed and discussed.

### **OTHER BUSINESS**

A motion was made to go forward with the regularly scheduled meeting of BODT for April 13, 2015. Motion by Joan Stracks, seconded by Pam Southworth and carried unanimously.

**ADJOURNMENT**

A motion was made to adjourn at 7:05 PM by Meg Mongin, 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 APRIL 13, 2015

### MINUTES

#### CALL TO ORDER

Cynthia Newby, Chairperson, called the meeting to order at 5:00 PM.

Board of Trustees Present: Cynthia Newby, Meg Mongin, Pam Southworth, Mari Frohne, Joan Stracks, Kerri Arsenault, Alan Johnson and George Feifer

Library Directors; Valerie Annis and Teresa Roxburgh; and Adult Program Director; Sarah Griswold

Friends of the Library: Arlene Kershner

#### APPROVAL OF MINUTES

##### Regular Meeting - March 9, 2015

A motion was made to approve the minutes of the March 9, 2015 meeting by Pam Southworth, seconded by George Feifer and carried unanimously.

#### REPORTS

All of the Regular Reports were distributed via e-mail prior to this meeting

Treasurer's Report March 2015: It was noted that the accounts are stable.

Director's Report February/March 2015: A correction was made to note April 1st as Teresa Roxburgh's first day.

Friends of the Library Report: The Friends are beginning to collect books for the June 19th and 20th book sale. Books are being collected at the Hodge on Saturdays from 9:00-12:00. K. Arsenault will post this information on Facebook.

##### Fundraising Report March 2015

Fundraising is doing wonderfully.

##### Exhibition Committee - M. Frohne

A calendar of upcoming shows was distributed.

##### Building & Grounds Committee - P. Southworth

HVAC Update: V. Annis agreed to request that the water is turned on at the Hodge.

Library Energy Program Update: JK Energy has been asked to schedule the work on the inside of the building on a Tuesday. Scheduling and a copy of the contract has been requested.

Basement door Weather Stripping: The last piece of weather stripping has been scheduled to be installed on the basement door.

P. Southworth reported that there has been no update regarding the painting of the building. An insurance check in the amount of \$3,158.66 will be received with regard to the CL&P smoke event.

Bylaws/Policies/Strategic Plan - C. Newby

*Plan for Bylaws Revision:* C. Newby will recirculate the current Bylaws to the members with a request that their comments for revisions be submitted by April 27th. She will draft a revision for review at the May 11th meeting. V. Annis will obtain a copy of Newtown's newly revised Bylaws for the Board's reference.

Program Committee - S. Griswold

*Planned programs: Minor/Hodge:* S. Griswold presented the upcoming programs and distributed copies of her report.

*Annual McCann concert P. Southworth -P.* Southworth has agreed to coordinate the McCann concert scheduled for August 23rd. She has booked Heart & Soul and reported that the McCann's may attend this year.

Personnel Committee - K. Arsenault

A report dated 4/13/15 was submitted. The Open House with new Director Teresa Roxburgh was discussed. An exit interview with outgoing Library Director Valerie Annis is scheduled for April 15, 2015 at 10:30 a.m. at the Hodge Library. Public volunteers for Hodge events and exhibits will be sought. Planning stages have begun for metrics to be used for Teresa's six-month review, as well as reviewing and reworking our review process beyond the six-month mark. Plans for the "library user manual" were discussed.

**BUSINESS**

Board Projects

*Walkway Update (J. Stracks) - V.* Annis is coordinating the pavers that are waiting to be added to the walkway.

*Tim Beard Memorial (M. Mongin) - Meg Mongin, Joan Stracks and Judith Kelly* have formed a committee regarding a memorial for Tim Beard. The Board was in favor of naming the Community Studio for Tim. Additionally, a paver for the walkway in his honor is being considered.

V. Annis reminded the Board that a plaque must be purchased for Bucky Lowe's tree. She agreed to review the copy for the plaque with Barbara Henry.

A motion was made to purchase an in-ground plaque for Bucky Lowe's tree. By M. Frohne, seconded by J. Stracks and carried unanimously.

*Staff/volunteer Appreciation Lunch (J. Stracks) - J.* Stracks will research costs and scheduling for a lunch in New Milford at the end of May. She will forward information as it becomes available.

Action Agenda - C. Newby

*Plum Community Studio Request - Chef Plum* has requested the rental of the Community Studio for May 30th for a dinner event. The rental fee of \$150 would be paid; however, this is a test run for something that may be a regular program from which the Library can benefit by accepting a commission. K. Arsenault noted that this should also be considered as an outreach opportunity. Concerns with policy conflicts were noted. It was questioned whether an attorney should be consulted. The room is usually rented for nonprofit events run by residents. Chef Plum would be charged with assuring the proper liquor and health permits were in place. It is unknown whether such a program has been offered at other libraries.

A. Johnson agreed to review the policy and then consult with the town. G. Feifer explained that although he is not opposed to this idea, he feels this is something new and it is necessary that the Board does its due diligence. Following Mr. Johnson's report, the board will make a decision.

*Director's Reception - A* motion was made to schedule a meet and greet for new Library Director Teresa Roxburgh for May 8th from 5:00 - 6:30 PM, by M. Frohne, seconded by J. Stracks and carried unanimously.

M. Mongin, P. Southworth and J. Stracks will make arrangements for PR and catering.

### Officers' Appointment Confirmation

The Board of Selectmen appointed Cynthia Newby to take on Tim Beard's position as the Chair of the Library BoT. Pam Southworth has agreed to assume Cynthia Newby's position as Treasurer and George Feifer will step forward for the position of Corresponding Secretary.

### Committee Assignments

Committee descriptions and the committee's roster were distributed. A. Johnson and K. Arsenault agreed to be added to the Building & Grounds Committee. K. Arsenault was added to the Bylaws and Strategic Planning Committee.

### Consent Agenda

C. Newby proposed that non-action items be included on a consent agenda. The Thursday before a meeting reports pertaining to these items shall be distributed to Board members for review. Members have the option to object to a consent item so that a discussion can be held. The goal is to streamline meetings.

A motion was made to adopt a consent agenda format. By M. Mongin, seconded by M. Frohne and carried unanimously

It was agreed that consent items will include the Treasurer's Report, Director's report, Friends of the Library Report, Fundraising Report and the Art Show Update.

George Feifer remarked upon how we all loved and miss Tim Beard very much. He believes Cynthia Newby replaces him in a very good way and thanked her for accepting the Chairperson's position.

### **ADJOURNMENT**

A motion was made to adjourn at 6:25 PM by K. Arsenault, seconded by J. Stracks and carried unanimously.

### Hodge Director/Trustees Update - M. Frohne

Present: Frohne, Arsenault, Johnson, Stracks, Newby, and Roxburgh

M. Frohne, Chairperson, called the meeting to order at 6:28 PM.

The Board discussed the potential removal of the ivy from the Hodge Building as part of its exterior restoration.

Cynthia Newby reported that upon the Town Clerk's review of the foundational documents for the Hodge it was discovered that the Town should not be paying for the maintenance of the Hodge as they have been in the past.

It was explained that the Hodge Library falls under the umbrella of the Roxbury Public Library. The Board asked that the Library Director have involvement with the Hodge Library as well as the Minor Memorial Library. Teresa Roxburgh agreed.

M. Frohne will distribute the Hodge History and Bylaws via e-mail to members. A meeting will be scheduled for 4/22 at 11:00 AM, the expansion of the Board into committees will be discussed. Separate, specific and strategic fundraising for the Hodge will be considered.

M. Frohne will arrange to have the handicap ramp repaired ASAP as this is a safety issue.

### **ADJOURNMENT**

A motion was made to adjourn at 6:45 p.m. Made by M. Frohne, seconded by C. Newby 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 MAY 11, 2015

### MINUTES

#### CALL TO ORDER

Cynthia Newby, Chairperson, called the meeting to order at 5:08 PM.

Board of Trustees Present: Cynthia Newby, Pam Southworth, Mari Frohne, Joan Stracks, Kerri Arsenault, and George Feifer; Library Director: Teresa Roxburgh

#### APPROVAL OF MINUTES (C. Newby)

##### Regular Meeting - April 13, 2015

A motion was made to approve the minutes of the April 13, 2015 meeting by Pam Southworth, seconded by Joan Stracks and carried unanimously.

#### CONSENT AGENDA REPORTS FOR APRIL 2015

- Treasurer's Report (P. Southworth)
- Director's Report (dates corrected) (T. Roxburgh)
- Friends of the Library Report (A. Kershner)
- Fundraising Report
- Art Committee (M. Frohne)
- Building & Grounds Committee (P. Southworth)

The reports included on the consent agenda were distributed via e-mail and no discussion was necessary. (see attached)

#### REPORTS

##### Programming/Publicity committee (T. Roxburgh)

No changes to the calendar. Going forward any changes will be included in the Director's Report. Many good ideas came from the last Committee meeting.

##### Personnel Committee (K. Arsenault)

Cynthia Newby would like to sit with the Committee to review what had been reported by Valerie Annis.

##### Appreciation Lunch (J. Stracks)

Scheduled to be held May 19th from 12:00-2:00. The menu was reviewed. Approximately 24 guests are expected.

##### Walkway Update (J. Stracks/T. Roxburgh)

The weed removal is complete. Going forward vendors will be using a lemon juice based product. Pavers are to be added and polymeric sand will be installed.

##### Hodge Update (M. Frohne)

The ivy has been removed. The root removal and gutters are to be completed after the book sale. The large bushes on either side of the stairway will be removed prior to painting. A quote for a new well is being sought.

Kerri Arsenault e-mailed the building usage and rules to members. The Hodge Facebook, [hodgelibrary@gmail.com](mailto:hodgelibrary@gmail.com) and [hodgelibrary.org](http://hodgelibrary.org) have been set up. Teresa Roxburgh discussed the development of the Hodge collection and mini archive which will be useful with regard to potential grant opportunities.

## **ACTION AGENDA**

### **Plum Community Studio Request & Community Studio Policy revision (C.Newby for A. Johnson)**

The draft Community Studio Policy revision was reviewed. The policy will be further revised for future acceptance. A \$200 fee plus an additional \$5 per guest was the negotiated fee with Chef Plum. Interest in additional business and exposure for the Library was discussed. It was agreed that each event will be considered individually.

### **Tim Beard Memorial (M. Mongin)**

Teresa Roxburgh discussed idea of a memorial sign placed over the local history and genealogy collection. A motion was made to place a memorial sign for Tim Beard over the local history and genealogy collection. Motion by K. Arsenault, seconded by M. Frohne and carried unanimously.

### **Conservation Commission Request (C. Newby)**

The Conservation Commission proposed a Town Wants to Know program regarding modification of housing and living in smaller spaces. An e-mail from Gary Steinman describing the proposal was read aloud.

A motion was made to accept the Conservation Commission proposal to co-sponsor a Town Wants to Know regarding living in smaller spaces. Motion by G. Feifer, seconded by Joan Stracks and carried unanimously.

### **Strategic Discussion**

- Revision of By-Laws (C. Newby)

The need for a Vice Chair was considered for both Minor Memorial Library and the Hodge Library. The possible restructure of the Hodge Directors as a standing committee with co-chairs was discussed. It was agreed a Vice Chair of the Roxbury Public Library is a good idea. The group discussed suggested board term limits and determined they are not required. Additional draft changes to the bylaws were pointed out for review and comments by the members.

### **OTHER BUSINESS (C. Newby)**

- George Feifer discussed the amount of recent e-mails. It was clarified that as information is distributed a response is not needed. Call for agenda reports should be sent only to Cynthia Newby.
- JK Energy will complete lighting tomorrow.
- Mark Cohegan, a potential new Board member, will sit in on the next Board meeting.
- Teresa Roxburgh advised that complaints regarding staff should be submitted to her in writing.
- The Friends meeting sign-up sheet was distributed.

### **ADJOURNMENT (C. Newby)**

A motion was made to adjourn at 6:35 PM by M. Frohne, seconded by J. Stracks and carried unanimously.

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary

## **TREASURER'S REPORT**

Meeting May 11, 2015  
Statement as of April 30, 2015

### **HODGE**

|  |    |         |
|--|----|---------|
| Hodge Checking Account                         | \$ | 779     |
| Hodge Savings/Endowment (S. Bernstein Account) | \$ | 417,076 |
| TOTAL  | \$ | 417,855 |

### **MINOR**

|  |    |         |                          |
|--|----|---------|--------------------------|
| Minor Checking Account                         | \$ | 22,330  | (includes \$1,345 CG/WW) |
| Minor Savings/Endowment (S. Bernstein Account) | \$ | 662,461 |                          |
| TOTAL  | \$ | 684,791 |                          |

TOTAL BERNSTEIN SAVINGS \$ 1,079,537

**LIBRARY GRAND TOTAL \$ 1,102,646**

\* 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*  
Pam Southworth

## DIRECTOR'S REPORT

**April, 2015**

April has been a busy month. We saw a small spike in library attendance due in part to additional programming. Our circulation has held steady from last month. Many thanks to everyone that has been helping to get ready for the book sale, beautifying the Hodge, and introducing me to the town!

### Collection

- An order for additional Adult and Juvenile Fiction and Non-Fiction was placed in April.
- I am in the process of reorganizing the Adult non-fiction to incorporate the Oversize items. The hope is that they will circulate more in their new location.
- Volunteer, Connie Eaton has been weeding the children's fiction collection.

### Collections as of March 31, 2015

|                    |    |        |
|--------------------|----|--------|
| Adult Fiction      | \$ | 11,286 |
| Adult Non-fiction  | \$ | 11,979 |
| Junior Fiction     | \$ | 7,536  |
| Junior Non-fiction | \$ | 4,588  |
| Reference          | \$ | 799    |
| Video/DVD          | \$ | 3,554  |
| Audio              | \$ | 1,237  |
| Music CDs          | \$ | 1,103  |
| Equipment          | \$ | 1      |
| Museum Passes      | \$ | 13     |
| TOTAL              | \$ | 42,096 |

### Personnel/Volunteers

- This was my first month on the job. I am incredibly grateful to Valerie Annis for spending much of the month showing me the ropes.
- Roxane Lee, Muffy Munson, and Joan Temple all assisted with staffing this month. Volunteers included: Connie Easton, Joanne Goldfarb, Maureen McWeeny, and Jan Napier.
- Sarah has been busy prepping various programs for the coming months. She also hosted a well-attended program on honeybee keeping.
- Paula has been hosting lapsit and storytime each week to a dedicated crowd. She also participated in three webinars on children's programming, literature, and family engagement. Paula continues to work hard getting ready for our Summer Reading Program which will begin in June.

### Meetings/Workshops

- I attended a Bibliomation Circulation meeting as well as a Bibliomation Regional meeting
- Paula participated in 3 webinars

### Bibliomation/Automation

I am still learning the ins and outs of Bibliomation and Evergreen. Despite a few reschedules, I will be officially trained on May 4<sup>th</sup>. We will be transitioning to a new Inter-Library Loan system in June. While we will not be affected too drastically due to our partnership with Bibliomation, Silky will be attending a meeting on the upcoming changes so that we can continue to loan to patrons outside of the Bibliomation system. The latest update on the budget is that Connecticard will *not* be cut. We are still waiting to hear more on the other potential library cuts.

Adult Services

- Two book discussions we held this month: April 6<sup>th</sup> “A Constellation of Vital Phenomena” by Anthony Marra led by Cindee Hopkins had 9 participants. April 15<sup>th</sup> “The House I Loved” by De Rosnay was led by Valerie Annis at the Senior Center with 11 participants.
- We had a successful art opening on April 18<sup>th</sup> with 98 guests featuring the art of Rita Maduro Frankel.
- Sarah hosted a wonderful program on honeybee keeping with Al Avitabile on April 18<sup>th</sup> with 23 attendees.

Children’s Services

- Paula held 3 story times with a total of 20 participants.
- There were 4 lapsit programs with 12 parents and children
- Paula attended 3 webinars on April 24, 27, and 29 and came away with several wonderful ideas on how we might be able to improve and expand our library services to children and their parents.
- We have begun receiving donations for our Summer Reading Program due to the many letters of request that Paula sent out this month.

Statistics: March, 2015

|                     |       |
|---------------------|-------|
| Total Circulation   | 1,067 |
| Reference Questions | 433   |
| Visitors            | 1,407 |
| ILL Borrowed        | 107   |
| ILL Lent            | 225   |
| Volunteer Hours     | 28    |
| Interent Use        | 59    |

Programs  
 Adult - 4 Programs - 65 Attendees  
 Junior - 7 Programs - 21 Attendees

March, 2015

|                     |       |
|---------------------|-------|
| Total Circulation   | 1,052 |
| Reference Questions | 444   |
| Visitors            | 1,715 |
| ILL Borrowed        | 123   |
| ILL Lent            | 214   |
| Volunteer Hours     | 28    |
| Interent Use        | 53    |

Programs  
 Adult - 5 Programs - 152 Attendees  
 Junior - 8 Programs - 38 Attendees

## FRIENDS OF THE ROXBURY LIBRARY

Call to Agenda  
April 2015

To: Minor Memorial Board of Trustees

Getting ready for the 2015 Book Sale  
Collecting and sorting books on Saturday mornings from 9-12.

Picking up books by request or having books delivered to the Hodge by special arrangements.  
Obtaining contributions for Chinese Auction.  
Setting necessities for the books sale.  
Example: Obtaining port-a-potty.

The library staff is welcome to choose books from our collection for their collection.

Respectfully submitted,  
*Arlene Kershner*  
Arlene Kershner

## **FUNDRAISING REPORT 2014-2015 FUND DRIVE**

Meeting May 11, 2015

As of May 6, 2015

### **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 | \$ 22,810 | + estate gifts of \$5755)  |
| 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 \$6,316  |
| 2013 - 2014 | \$ 32,222 | + estate gifts of \$21,854 |

---

This Year's Annual Goal From Fund Drive Mailer = \$24,000

Updated Year-End Estimate in the 2014-2105 Projected Budget = \$29,000

Donations of Date = \$43,379

(Includes stock valued at \$10,094 for general funds from D&H Diebold)

Hodge Endowment for Rug Sales = \$962

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## ART COMMITTEE REPORT

May 2015

To: All

The current art show featuring Rita Frenkel's paintings is coming down Monday, June 1, 2015. To date, there have been no sales.

The next show will feature paintings by Ann Getsinger (sister of Benjie Getsinger Nicholas, who we have exhibited in the past). Ann lives in Massachusetts, but grew up and is known in this area. Her paintings are called "Stillscares", a combination of still lifes and romantic landscapes.

Ann Getsinger's art opening is scheduled to open Saturday, June 6 and run through July 18th.

The show after Ann Getsinger's will feature Wendell Minor, a well-known local book illustrator and painter.

Respectfully submitted,

*Mari Frohne*

Mari Frohne



## **MAY 2015 BUILDINGS & GROUNDS REPORT**

### JK Energy Solutions initiative with the Town of Roxbury

To further refine the proposal submitted, a walkthrough was conducted. JK Energy Solutions then supplied a new proposal. In a nutshell, the total cost increased from \$21,066 to \$24,743. We were provided a higher conservation fund incentive (\$5,814 to \$7,028) which is built into the \$24,743 cost.

The exterior lights were deleted from the earlier proposal, but the T8s (~60) located over the stacks, up-lighting over the circ desk and Diebold room were added. There were a couple of omissions in the community room and exit signs which were added into this proposal. The annual consumption of kWh hours was adjusted as well. The estimated payback (after incentive) went from 9 to 8 years. The unfortunate part is that Eversource's loan is amortized over 4 years, obviously short of the payback period. The monthly payment for the adjusted contract is up from \$438.87 to \$515.47.

The good news is that the T8s use the same ballasts. When the lights are changed, the old ballasts will be taken out and saved as spares. One of our increasing costs is replacement of failing ballasts, so this will be a savings not documented in the report.

Cynthia and I reviewed the new contract, called Keith Jewel to accept and had Barbara sign it. Keith started the work on May 5<sup>th</sup> when the Library was closed and it should be completed within the next week.

### Walkway

Joseph Nunez will be cleaning the weeds between the pavers on the walkway in the next week. Mark Murray will then place a material between pavers which will deter re-growth.

### Capital Funding

Spoke with Barbara Henry about capital funding. There is \$5,000 available in the capital account for stucco repairs to the retaining walls on the West side of the building. These funds are available July 1, 2015. There is currently around \$32,500 in the capital account for painting which is available immediately. Barbara will send the painting project out to bid with the following specifications.

“The painted surfaces are in bad shape, especially the rear of the building (west) and driveway side (south). If there weren't capital funds to do it all, I thought we might be able to break the painting into two pieces, but as I walked around the building a couple of days ago, the whole structure really needs painting.

Looking at the clapboards, there is a tremendous amount of loose paint. I suggest that a power sander (not just hand scraped since the rough side of the clapboard shows) be run over it to remove as much as possible (like the job done by the company who worked on the Senior Center). I thought they did a tremendous job. We don't have to worry about lead paint remediation either. By sanding, it will last longer this time. If the current surface is repainted without proper prep, we will be repainting sooner than we would like to. So, all clapboards should be power sanded.

### **Roxbury Minor Memorial Library 23 South Street, Roxbury, CT 06783**

- Powerwash with mildewcide/algaecide
- powersand clapboards to remove all loose paint (not just touch ups by hand sanding)
- prime entire surface
- finish coat with same color (take sample from shade on north side (unless you know the color)) “

Waiting for balance of weather stripping for cellar door.



# 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 8, 2015

### MINUTES

#### CALL TO ORDER

Cynthia Newby, Chairperson, called the meeting to order at 5:00 PM.

Board of Trustees Present: Cynthia Newby, Pam Southworth, Joan Stracks, Alan Johnson, Mari Frohne and George Feifer. Library Director: Teresa Roxburgh. Friends of Library: Arlene Kershner

Others Present: Mark Cohagen (prospective Board member)

#### APPROVAL OF MINUTES (C. Newby)

##### Regular Meeting – May 11, 2015

A motion was made to approve the minutes of the May 11, 2015 meeting by Pam Southworth, seconded by Joan Stracks and carried unanimously.

#### CONSENT AGENDA REPORTS FOR APRIL 2015

- Treasurer's Report (P. Southworth)
- Director's Report (dates corrected) (T. Roxburgh)
- Friends of the Library Report (A. Kershner)
- Fundraising Report
- Art Committee (M. Frohne)
- Building & Grounds Committee (P. Southworth)
- Walkaway Update (J. Stracks)

The reports included on the consent agenda were distributed via e-mail and no discussion was necessary. (see attached)

#### REPORTS

##### Programming/Publicity committee (T. Roxburgh)

A memoir writing program has been planned. Chef Plum has been confirmed for July 11. Alan Johnson agreed to follow-up with Chef Plum to make sure everything is in order for the event.

##### Personnel Committee (K. Arsenault)

P. Southworth reported that the Committee is working on the goals and objectives for the Library.

##### Hodge Update (M. Frohne)

M. Frohne reminded the Board that the Friend's book sale is June 19th. It would be appreciated if members who are available come and support the Friends. A. Kershner requested that the Hodge be cleaned once the books have been moved for the sale. M. Frohne agreed to move the valuable books belonging to Tim Beard before the sale.

M. Frohne reviewed the Hodge Building and Grounds work that has been completed. She noted that the alarm system quote is to be reviewed at the next Hodge meeting. P. Southworth requested that any billing be submitted asap to be paid for the year end.

##### Tim Beard Memorial (M. Mongin)

T. Roxburgh distributed an example of the sign and illustration for the Board's review. The cost will be \$565 plus installation. The group agreed they preferred the open book illustration.

A motion was made to recommend the open book illustration; however, this can be left to the artist's discretion, and to approve an expenditure in the amount of \$565 plus installation for the Tim Beard Memorial sign. Motion by Mari Frohne, seconded by Pam Southworth and carried unanimously.

By-Laws Revision (C. Newby)

T. Roxburgh attended an FOI training meeting and suggested that the Board reconsider the committee meeting reporting to assure it is in compliance. C. Newby will further research this topic.

**ACTION AGENDA**

Plum Community Studio Request (A. Johnson)

This event is scheduled for July 11<sup>th</sup> and will not be advertised by the Library.

Community Studio Policy Revision (C. Newby)

The revised Community Studio Policy was distributed, reviewed and amended.

A motion was made to accept the Use of the Minor Memorial Library Community Studio and the Hodge Library/ Museum Facilities policy as amended on 6/8/15. Motion by P. Southworth, seconded by M. Frohne and carried unanimously.

**STRATEGIC DISCUSSION**

Hodge Plan (C. Newby)

T. Roxburgh distributed a list of ideas and goals for the Hodge. C. Newby suggested that T. Roxburgh do a summer study ending with a proposal including estimated expenses. T. Roxburgh confirmed that this work falls within the function of the Roxbury Public Library Director. It was agreed that 7 hours each Friday would be devoted to this summer study. T. Roxburgh agreed to provide an update at the next BoT meeting.

**OTHER BUSINESS (C. Newby)**

C. Newby reported that she attended the Budget Hearing and Meetings and reported the proposed budget passed. No issues related to the Library were discussed.

J. Stracks read a thank you card received from Valerie Annis for the Staff Appreciation Luncheon.

**ADJOURNMENT (C. Newby)**

A motion was made to adjourn at 5:55 PM by P. Southworth, seconded by M. Frohne and carried unanimously.

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary

## **TREASURER'S REPORT**

Meeting June 8, 2015

Statement as of May 31, 2015

### **HODGE**

|  |    |         |
|--|----|---------|
| Hodge Checking Account                         | \$ | 608     |
| Hodge Savings/Endowment (S. Bernstein Account) | \$ | 417,128 |
|  |    | <hr/>   |
| TOTAL  | \$ | 417,736 |

### **MINOR**

|  |    |         |                          |
|--|----|---------|--------------------------|
| Minor Checking Account                         | \$ | 12,377  | (includes \$1,345 CG/WW) |
| Minor Savings/Endowment (S. Bernstein Account) | \$ | 664,580 |                          |
|  |    | <hr/>   |                          |
| TOTAL  | \$ | 676,957 |                          |

TOTAL BERNSTEIN SAVINGS \$ 1,081,708

**LIBRARY GRAND TOTAL \$ 1,094,693**

\* 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*

Pam Southworth

## DIRECTOR'S REPORT

May, 2015

Circulation was up from April perhaps due to the arrival of several new books and movies. We had a few programs that were well attended. Library building and grounds maintenance was quite active throughout May.

### Collection

- We received a large shipment of new children's materials and DVDs as well as a few new Adult Fiction and Non-Fiction books.
- All of the Oversize items have been reincorporated into the general Non-Fiction collection.
- Volunteer, Connie Eaton has been weeding the children's fiction collection.
- Paula and I are in the process of creating a new "Children's paperback" section in the children's area for easy-to-read chapter books written for early elementary school grades.
- I'm continuing to weed and reorganize our Reference and VHS collections to make room for our expanding and popular DVD collection.
- Beginning in July, I hope to spend one day a week over at the Hodge working on the archive and organizing a bit. I have also been researching grants that would be appropriate for revitalizing the building and its holdings.

### Collections as of April 31, 2015

|                    |        |
|--------------------|--------|
| Adult Fiction      | 11,303 |
| Adult Non-fiction  | 12,007 |
| Junior Fiction     | 7,561  |
| Junior Non-fiction | 4,612  |
| Reference          | 822    |
| Video/DVD          | 3,514  |
| Audio              | 1,199  |
| Music CDs          | 1,103  |
| Equipment          | 1      |
| Museum Passes      | 13     |
| TOTAL              | 42,135 |

### Personnel/Volunteers

- Roxane Lee, Muffy Munson, and Joan Temple all assisted with staffing this month. Volunteers included: Connie Easton, Joanne Goldfarb, Maureen McWeeny, and Jan Napier.
- Sarah and Paula are both busy prepping for a busy summer. There are several programs still in the works.
- Paula has been hosted 5 children's programs this month and continues to gather donations and prizes for our Children's Summer Reading Program

### Meetings/Workshops

- Paula participated in 2 webinars on Graphic Novels and Manga. We have been receiving several requests from children for comic books and graphic novels which we have included in our book orders. They have been circulating well.

### Bibliomation/Automation

- I had my official Evergreen training on May 4<sup>th</sup> and have been getting comfortable with the system.
- I have been researching the cost and benefits of purchasing a tablet or laptop at the library. It would be helpful to take inventory in the stacks and would provide an additional, mobile workstation for the staff.
- We installed Office 2013 on our two internet PCs. Previously, we only had Office on our word processing computer that was not connected to the internet.
- All staff computers we also upgraded to Office 2013.

### Adult Services

- Two book discussions we held this month: May 11<sup>th</sup> “Vienna Secrets” by Frank Tallis led by Cindee Hopkins had 11 participants. May 16<sup>th</sup> “The Daring Ladies of Lowell” by Kate Alcott was led by Valerie Annis at the Senior Center with 13 participants.
- Sarah hosted a very popular program on local illustrator Leonard Weisgard that had 53 attendees.
- We had a film screening and discussion of “Under our Skin 2: Emergence”, a film about Lyme Disease that had 19 attendees.
- Our final program of the month was Meet the Author with Lizzie Skurnick during which she discussed her book “That Should be a Word”. 16 people attended.
- The Friends of the Library generously agreed to donate a Kindle Fire HD for our first Adult Summer Reading Program. Teens and Adults, ages 12 and up can submit book reviews at the library for a chance to win the Kindle Fire. We are hoping this program is a success this year so we can do more next summer!

### Children’s Services

- Paula held 3 storytimes with a total of 17 participants.
- There was 1 lapsit program with 3 parents and children as well as a Book Bugs program with 2 attendees, and a Page Turners program with 3.
- New this year for the Summer Reading Program will be a baby/toddler component. Parents can sign up to complete a list of activities that encourage early literacy.

### Building and Grounds

- The Contemplation Garden is looking greener. Our landscapers will be mowing the grass once a week.
- We have a broken window in the Children’s area and are still awaiting a quote to have it fixed.
- The copy for the Bucky Lowe plaque has been approved by Barbara Henry and is currently being made.
- Joseph cleared out the weeds along the walk way and we should be having our new engraved stones installed soon.
- Ray has been working on our air conditioning system. In addition to the broken unit, there are other repairs that need to be made to get all of our units up and running.
- Georgette and Kerri did a beautiful job with our planters in front of the library. Thanks!

### Statistics: April, 2015

|                     |       |
|---------------------|-------|
| Total Circulation   | 1,052 |
| Reference Questions | 444   |
| Visitors            | 1,715 |
| ILL Borrowed        | 123   |
| ILL Lent            | 214   |
| Volunteer Hours     | 28    |
| Interent Use        | 53    |

Programs  
Adult - 5 Programs - 152 Attendees  
Junior -8 Programs - 38 Attendees

### March, 2015

|                     |       |
|---------------------|-------|
| Total Circulation   | 1,213 |
| Reference Questions | 370   |
| Visitors            | 1,623 |
| ILL Borrowed        | 118   |
| ILL Lent            | 162   |
| Volunteer Hours     | 28    |
| Interent Use        | 54    |

Programs  
Adult - 5 Programs - 112 Attendees  
Junior - 6 Programs - 25 Attendees

## **FRIENDS OF THE ROXBURY LIBRARY**

Call to Agenda  
June 2015

To: Minor Memorial Board of Trustees

The Friends agreed to cover the expenses of the following program to be scheduled in the near future: "Downton Abbey Fashion and Social Change".

Friends will cover the expense of HD6 Kindle Fire as a prize for the summer reading challenge program.

Early June Friends are:

Getting ready for the 2015 Book Sale. Collecting and sorting books on Saturday mornings from 9-12. Last Saturday is June 13. Picking up books by request or having books delivered to the Hodge by special arrangements.

Tents will be set up at the Hodge on Wednesday, June 17 at 5:30 PM. Any manpower to help in the setting up of the tents will be appreciated.

Books will be placed under the tents on Thursday, June 18.

Preview Party is Friday, June 19 at 5:30.

Invitations have been sent in The Bookmark.

We hope all Library Board Members will attend.

We are still accepting contributions for Chinese Auction.

Setting necessities for the books sale.

The library staff is welcome to choose books from our collection for their collection.

Respectfully submitted,

*Arlene Kershner*

Arlene Kershner

## **FUNDRAISING REPORT 2014-2015 FUND DRIVE**

Meeting June 8, 2015

As of May 31, 2015

### **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 | \$ 22,810 | + estate gifts of \$5755   |
| 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 \$6,316  |
| 2013 - 2014 | \$ 32,222 | + estate gifts of \$21,854 |

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This Year's Annual Goal From Fund Drive Mailer = \$24,000

Updated Year-End Estimate in the 2014-2105 Projected Budget = \$29,000

Donations of Date = \$44,254

(Includes stock valued at \$10,094 for general funds from D&H Diebold)

Hodge Endowment for Rug Sales = \$962

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## **ART COMMITTEE REPORT**

June 8, 2015

To: All

- Rita Frenkel's Show, "Colorful Memories" came down this past Wednesday, June 3.
- One painting sold for \$1200. The library's 20% commission came to \$240.
- The newest art exhibit is artist Ann Getsinger which opened Saturday, June 6<sup>th</sup> and will remain up for 6 weeks.
- The July exhibit will be illustrator Wendell Minor.

## **MAY 2015 BUILDINGS & GROUNDS REPORT**

### JK Energy Solutions initiative with the Town of Roxbury

The new energy efficient lights have been installed. There was a walkthrough with JK Energy and Eversource to verify the implementation. The four year loan payback (~\$515 monthly) will commence in the next billing cycle or two as reported by JK Energy. Brooke is expecting this as a separate bill so it can be tracked.

### Walkway

Joseph Nunez cleaned the weeds between the pavers on the walkway. Mark Murray is applying the composite between the pavers as of June 3<sup>rd</sup>.

### Other

Waiting for balance of weather stripping for cellar door.

## COMMEMORATIVE WALKWAY REPORT

June report

- I spoke with John Ciesco and pavers have been engraved and @ library.
- I left a message with Mark Murray and informed him of this and they are ready to be installed.
- Mark Murray can then proceed with work/grout between pavers, etc.
- I informed John Ciesco about contacting Teresa to confirm wording on brass plaque for Bucky Lowe.
- A reminder that our walkway should be publicized at all library functions and in newsletters.

Respectfully submitted,

*Joan Stracks*

Joan Stracks



# 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 13, 2015

### MINUTES

#### CALL TO ORDER

Cynthia Newby, Chairperson, called the meeting to order at 5:00 PM.

Board of Trustees Present: Cynthia Newby, Pam Southworth, Alan Johnson, Meg Mongin, Mari Frohne and Keri Arsenault; Library Director: Teresa Roxburgh

Friends of Library: Arlene Kershner

Others Present: Mark Cohagen (prospective Board member)

#### APPROVAL OF MINUTES (C. Newby)

##### Regular Meeting – June 8, 2015

A motion was made to approve the minutes of the June 8, 2015 meeting by Pam Southworth, seconded by Mari Frohne and carried unanimously.

#### CONSENT AGENDA REPORTS FOR APRIL 2015

- Treasurer's Report (P. Southworth)
- Director's Report (dates corrected) (T. Roxburgh)
- Friends of the Library Report (A. Kershner)
  - Approximately \$8,000 in sales was reported for the book sale. Developing specific hours for accepting donated books at the Hodge was discussed.
- Fundraising Report (C. Newby)
- Art Committee (M. Frohne)
- Building & Grounds Committee (P. Southworth)
- Walkaway Update (J. Stracks)

The reports included on the consent agenda were distributed via e-mail and no discussion was necessary. (See attached)

#### REPORTS

##### Programming/Publicity committee (T. Roxburgh)

T. Roxburgh distributed an updated calendar of events. Additionally, a teen program will be introduced every other month. She reported on the success of the Children's Summer Reading Program. A standardized flyer to market the Library is being developed.

##### Personnel Committee (K. Arsenault)

The Director's goals have been finalized.

T. Roxburgh reported that her staff evaluations are complete. She will review a policy each month and present recommended changes to the Board for their consideration at each meeting.

##### Hodge Committee (M. Frohne)

The Hodge Board will meet 12 PM on 7/14.

##### By-Laws Revision (C. Newby)

C. Newby reported that the Town Attorney is reviewing the composition of the Hodge and Minor Boards to possibly reconfigure them.

Donations Policy (T. Roxburgh)

The Donation Policy with suggested revisions was distributed. The phrase "non-book collections" was changed to "non-circulating collections". It was agreed that future policies and their suggested changes will be e-mailed for discussion at the meeting.

A motion was made to adopt the Donation Policy as amended. Motion by Mari Frohne, seconded by Kerri Arsenault and carried unanimously.

Update on Plum Request (A. Johnson)

A. Johnson reported that Chef Plum canceled his event. The Board agreed that this was unfortunate because they had worked very hard to accommodate his request. The group discussed advertising the Library's availability for such events.

**ACTION AGENDA**

None

**STRATEGIC DISCUSSION**

Accepting Credit Cards for Fundraiser (K. Arsenault)

K. Arsenault reported that she researched Vendmo, Pay Pal and Point & Pay as potential options to provide credit card services. She found that the Town uses Point & Pay and is happy with this provider. There would be a link on the webpage as well as the availability of a square. Donors could contribute by category and reports could be run from the system. The payment would be deposited directly into a bank account and an e-mail receipt would be provided to the donor. Fees range from \$2.00 to \$2.75 per transaction.

The Board agreed this is a good idea to make it easier to donate to the Library. They would like to go forward with the Town's resource of Point & Pay and the Library will absorb the fees charged. K. Arsenault will submit the enrollment information and the appeal flyers will be drafted to include this information.

**OTHER BUSINESS (C. Newby)**

P. Southworth reminded the members that the McCann Concert is August 23rd at 3 PM. She distributed a volunteer sign-up sheet. The group discussed audio for the terrace and agreed that they would suggest a donation of \$5 at the door to help offset the additional cost for the terrace audio. T. Roxburgh agreed to order and distribute posters as well as place the sign on the Town Green advertising the event.

**ADJOURNMENT (C. Newby)**

A motion was made to adjourn at 5:55 PM by P. Southworth, seconded by M. Frohne and carried unanimously.

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary

## TREASURER'S REPORT

Meeting July 13, 2015  
Statement as of June 30, 2015

### HODGE

|  |                   |
|--|-------------------|
| Hodge Checking Account                         | \$ (583)          |
| Hodge Savings/ Endowment (S Bernstein Account) | <u>\$ 406,301</u> |
| TOTAL  | \$ 405,718        |

### MINOR

|   |                                   |
|---|-----------------------------------|
| Minor Checking Account                        | \$ 12,674 (includes \$1195 CG/WW) |
| Minor Savings/Endowment (S Bernstein Account) | <u>\$ 643,214</u>                 |
| TOTAL   | \$ 655,888                        |

TOTAL BERNSTEIN SAVINGS \$1,049,515

LIBRARY GRAND TOTAL \$1,061,606

\*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*  
Pam Southworth

## DIRECTOR'S REPORT

June, 2015

June was quite a busy month with several programs and the start of the Summer Reading Program.

### Collection

- We added several new items to our collection for both adults and children.
- We did some weeding of the book on tape collection and now are able to house all of our music CDs out on the library floor. Previously, the bulk of the collection was in a closet in the work room and we would rotate the items on display.
- Paula has finished working on creating the "Children's Paperback" section of the children's collection and it has been popular with many parents.
- Our interlibrary loan system "ReQuest" went dark as of July 1<sup>st</sup>. Silky has been working with her colleagues at other libraries so we will be able to continue borrowing items from libraries outside of Bibliomation.

### Collection as of April 31, 2015

|                    |        |
|--------------------|--------|
| Adult fiction      | 11,323 |
| Adult non-fiction  | 12,023 |
| Junior fiction     | 7,539  |
| Junior Non-fiction | 4,616  |
| Reference          | 850    |

|               |           |
|---------------|-----------|
| Video/DVD     | 3,528     |
| Audio books   | 1,094     |
| Music CDs     | 1,099     |
| Equipment     | 1         |
| Museum Passes | <u>13</u> |
| TOTAL         | 42,086    |

#### Personnel/Volunteers

- Roxane Lee, Muffy Munson, and Joan Temple all assisted with staffing this month. Volunteers included: Connie Eaton, Joanne Goldfarb, Maureen McWeeny, and Jan Napier as well as two teen volunteers for our Summer Reading Program.
- We had no staffing issues throughout the month.

#### Meetings/Workshops

- I attended the Bibliomation User Council meeting in Rockville on June 16<sup>th</sup>. There were some updates regarding the status of our new Inter-Library loan system that Bibliomation is developing with the state library.
- I attended the monthly luncheon at the Senior Center on June 24<sup>th</sup> to talk about the library and some of our upcoming events.

#### Bibliomation/Automation/Tech

- I have priced out a Microsoft Surface 3 for use in the library and have checked with Bibliomation to ensure the Evergreen will work on the device.

#### Adult Services

- The Senior Center book discussion of “A Novel Bookstore” was attended by 12 people
- Our library book discussion group met on June 1<sup>st</sup> to talk about “Girls of Atomic City”. There were 11 people.
- Our art opening with Ann Getsinger on June 6<sup>th</sup> was well attended with 65 people.
- On June 28<sup>th</sup> we had our annual Voices of Poetry event that was attended by 28 people.
- Our Adult/Teen Summer Reading Program got underway on June 27<sup>th</sup> and we have been slowly collecting book reviews for our Kindle Fire drawing at the end of the summer.
- Tea Time on Thursday afternoons is continuing to grow in popularity with small groups enjoying the library each week.

#### Children’s Services

- Prior to the start of the Summer Reading Program Paula had a Book Bugs program with 3 participants, a Lapsit with 4 children and their parents, and two Storytimes with 2 people each.
- Our 2015 Summer Reading Program was kicked off on June 27<sup>th</sup> with a performance by Alex the Jester. The program was extremely well attended bringing in 80 people from Roxbury and our neighboring towns and states.
- Our first children’s movie of the summer was “Paddington” on June 30<sup>th</sup> with 28 people enjoying the film and tasty pizza.
- So far, this year’s Summer Reading Program has been a huge success with around 75 children signing up.

#### Building and Grounds

- Our new engraved stones for the memorial walkway have been installed.
- The Pat and Bucky Lowe tree plaque has been completed and will be installed at the magnolia tree soon.
- RRR did quite a bit of weeding out in the contemplation garden.
- We had work completed on our two broken air conditioning units and we are all feeling much cooler for it.

Statistics: May, 2015

|                      |      |
|----------------------|------|
| Total Circulation    | 1213 |
| References Questions | 370  |
| Visitors             | 1623 |
| ILL borrowed         | 118  |
| ILL lent             | 162  |
| Volunteer Hours      | 28   |
| Internet Use         | 54   |

Programs: Adult—5 programs; 112 attendees  
Junior-- 6 programs; 25 attendees

June, 2015

|                     |      |
|---------------------|------|
| Total Circulation   | 1193 |
| Reference Questions | 345  |
| Visitors            | 1672 |
| ILL borrowed        | 163  |
| ILL lent            | 227  |
| Volunteer Hours     | 39   |
| Internet Use        | 75   |

Programs: Adult-- 4 programs; 116 attendees  
Junior-- 7 programs; 122 attendees

### **FRIENDS OF THE ROXBURY LIBRARY**

Call to Agenda  
July 2015

To: Minor Memorial Board of Trustees

Completed 2015 Book Sale.

A successful book sale was completed in June.  
All aspects of the book sale occurred as planned.  
Financial Results Not Completed.

Hodge Committee:

The main room of the Hodge has been cleared of remaining books.  
The remaining rooms have been organized.

Respectfully submitted,

*Arlene Kershner*

Arlene Kershner

### **FUNDRAISING REPORT 2014-2015 FUND DRIVE**

As of June 30, 2015  
For July 13, 2015 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: \$22,810 + estate gifts of \$5755)

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

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THIS YEAR'S ANNUAL GOAL FROM FUND DRIVE MAILER = \$24,000

UPDATED YEAR-END EST IN THE 2014-2015 PROJECTED BUDGET= \$29,000

Donations to date = \$44,404

<Includes stock valued at \$10,094 for general funds from D and H Diebold>

Hodge Endowment for Rug Sales = \$962

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## **ART COMMITTEE REPORT**

July 13, 2015 Board Meeting

Ann Getsinger Show which opened June 6<sup>th</sup> will come down the week of July 18<sup>th</sup>.

Four paintings have sold for a total of \$9400. The library's 20% commission comes to \$1880. so far.

The next art exhibit is with artist/illustrator Wendell Minor and will open Saturday, July 25<sup>th</sup> and will remain up until September 5<sup>th</sup>.

Wendell Minor will sign copies of his new books *Daylight Starlight Wildlife* (Nancy Paulsen Books, \$17.99) written and illustrated by Wendell Minor, and *Trapped! A Whale's Rescue* (Charlesbridge Publishing, \$17.95) written by Robert Burleigh and illustrated by Wendell Minor at the opening with books provided by The Hickory Stick Bookshop.

## **MAY 2015 BUILDINGS & GROUNDS REPORT**

1. JK Energy Solutions initiative with the Town of Roxbury  
The new energy efficient lights have been installed. There was a walkthrough with JK Energy and Eversource to verify the implementation. The four year loan payback (~\$515 monthly) will commence in the next billing cycle or two as reported by JK Energy. Brooke is expecting this as a separate bill so it can be tracked.
2. Walkway. Completed.
3. Waiting for balance of weather stripping for cellar door.
4. There are two broken outside storm windows. Efforts have been made to find a glass vendor to make the necessary repairs. It seems to have occurred in concurrence with mowing and weedwacking activities.
5. Weeding the exterior stone area surrounding the building is completed. It was done by RRR Maintenance and cost \$900.

## **TIM BEARD MEMORIAL**

Here is a timeline of the memorial sign for Tim:

- At June meeting board voted to go ahead with sign at \$565 to be painted by Walter Von Egidy.
- The board also voted to have him do the installation.
- I phoned him and gave him the go ahead 2nd week of June, and requested a price for installation.
- Later that week he gave me installation price of \$175.
- I spoke with him today to check on progress - he reports he has another commission to complete first.
- Once he gets started he anticipates it taking about 2 weeks.

Meg Mongin



# TOWN OF ROXBURY CONNECTICUT

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Library Board of Director/Trustees

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

## ROXBURY LIBRARY BOARD OF DIRECTOR/TRUSTEES REGULAR MEETING AUGUST 10, 2015

### CANCELLATION NOTICE

The Regular Meeting of the Library Board of Director/Trustees scheduled for August 10, 2015 has been cancelled.

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 SEPTEMBER 14, 2015

### MINUTES

#### CALL TO ORDER

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

Board of Trustees Present: Cynthia Newby, Pam Southworth, Alan Johnson, Meg Mongin, Mari Frohne and Keri Arsenault, and Mark Cohagen

Library Director: Teresa Roxburgh

#### APPROVAL OF MINUTES (C. Newby)

##### Regular Meeting - July 13, 2015

A motion was made to approve the minutes of the July 13, 2015 meeting by Pam Southworth, seconded by Meg Mongin and carried unanimously.

A motion was made to move Art Committee and Building & Grounds Committee from the Consent Agenda Reports to Reports to allow for discussion by Mari Frohne, seconded by Pam Southworth and carried unanimously.

#### CONSENT AGENDA REPORTS FOR SEPTEMBER 2015

- Treasurer's Report (P. Southworth)
- Director's Report (T. Roxburgh)
- Friends of the Library Report (A. Kershner)
- Tim Beard Memorial (M. Mongin)
- Personnel Committee (K. Arsenault)

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

#### REPORTS

##### Art Committee (M. Frohne)

The show that opened on Saturday of ceramics and photography resulted in opening sales of \$1095.

##### Building and Grounds Committee (P. Southworth)

The group discussed the stucco to be removed from the building foundation. Alan Johnson received a quote of \$7,200 from a mason for the stucco removal and replacement. Additional finishing fees will apply. The cost for sandblasting is expected to be approximately \$2,500 plus a fee for textured painting. The Board gave conceptual approval of this proposal; however, once a final quote is available an official vote will take place.

Cynthia Newby noted that she would like additional river stone added to the foundation of the building. Pam Southworth is awaiting on input from Barbara Henry for the Shutterfly Book approval for Bucky Lowe's tree dedication. Teresa Roxburgh reported that Fire Marshal Janet Morgan advised that when 50 or more people are at an event in the Library an announcement of where the exits are located must be made.

##### Programming/Publicity committee (T. Roxburgh)

The Committee met last week. A full and exciting fall schedule is planned. A grant has been applied for that would pay for five programs. Monthly themes are being worked into the schedule. Next year the McCann Concert will be handled by the Programming Coordinator. Teresa Roxburgh reported it was a very good summer at the Library with more kids enrolled in the Summer Reading Program than were enrolled in the school.

Hodge Committee (M. Frohne)

The Board is awaiting to hear from the Town Attorney whether all nine members can be Hodge Trustees.

Fundraising Committee re Annual Fund Drive (C. Newby/K. Arsenaault/ T. Roxburgh)

The Point and Pay system is ready to launch and will be accessible from the webpage. Teresa Roxburgh is working on providing the logo for the icon. Card readers will be available in the Library. Credit cards will be accepted for donations.

Cynthia Newby described the new appeal letter which will include a letter insert from the new Director. The mailing list has been loaded into excel and will go to the mailing service. The mailing list is a refined list of town members which is approximately 950 names. The Friends are sending out their fundraising mailer in the spring; therefore, it will not conflict with the Board's appeal.

**ACTION AGENDA**

Internet and Wireless Policies (T. Roxburgh)

Teresa Roxburgh combined these two related policies and reviewed the revision with the Board. Copies of this policy will be located by the computers and can also be found on the website. The group added the availability of wireless on campus and a few minor corrections.

A motion was made to approve the new Internet Use Policy as amended by Pam Southworth, seconded by Kerri Arsenaault and carried unanimously.

T. Roxburgh is looking into pricing for faster Wi-Fi.

Strategic Discussion

None

**OTHER BUSINESS (C. Newby)**

Next meeting of the BoT is October 19th.

**ADJOURNMENT (C. Newby)**

A motion was made to adjourn at 5:55 P.M. by Mari Frohne, seconded by Meg Mongin and carried unanimously.

**HODGE COMMITTEE MEETING**

**CALL TO ORDER**

Chairwoman Mari Frohne called the meeting to order at 5:56 PM.

Members Present: M. Frohne, A. Johnson, C. Newby, K. Arsenaault

Others present: M. Cohagen, T. Roxburgh, P. Southworth

**BUSINESS**

1. The new exterior lamp and post was ordered and installed. Alan Johnson will look into installing a timer for the light.
2. The bids for woodwork repair, prep and painting of Hodge exterior were discussed. The Hodge was last painted 2003. Alan Johnson obtained a quotes from six painters, which include prep and paint, but not carpentry. It was discussed whether the scope of work was the same for each bidder. Alan Johnson will discuss the scope of work and cost with the Committee's preferred bidder and will draft an agreement for the work.
3. It was reported that a new water cooler was installed.
4. It has been determined that chimney swifts are nesting in the Hodge chimney. These birds nest once per year and are good for the environment. Teresa Roxburgh registered the nests with the Massachusetts

Autobahn Society as advised by the DEEP and sent a message to the CT Autobahn Society as well. Drew will inspect the chimney flew before the upcoming fire burning season.

5. Mari Frohne will follow-up on researching alarm systems. Drew will test the fire alarms.
6. Alan Johnson will inspect for remnants of ivy roots around the building.
7. New plantings for the front of the building were considered and it was noted that the professional landscaper advised to leave the landscaping as is.
8. Teresa Roxburgh reported that the antique books are ready for sale at the Hodge and suggested that a base price be set for the books. She would like time to advertise and get information regarding the sale out to dealers. The sale will be scheduled for November 13th and 14th.
9. Potential grants that will benefit the Hodge are being investigated by Kerri Arsenault.
10. The attic clean-up is almost complete. Mark Cohagen agreed to work on the Hodge Family Exhibit.
11. Cynthia Newby circulated a copy of the original Will of Charles Hodge along with the two Court decisions that permitted the Minor Memorial Library to use Hodge resources. According to the Will the building should be referred to as the Hodge Memorial Library. The groups was unsure that the addition of "Museum" is legal and will need to research when this was adopted.
12. Discussion of the need for new well was tabled.

#### **OTHER BUSINESS**

Kerri Arsenault suggested the purchase of shades to protect the valuable inventory within the Hodge. She agreed look into shade options and their costs.

#### **ADJOURNMENT**

A motion was made to adjourn at 6:43 PM by Alan Johnson, seconded by Kerri Arsenault and carried unanimously.

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary

**MINOR MEMORIAL LIBRARY  
DIRECTOR'S REPORT  
JULY & AUGUST 2015**

**Collection**

- We have been adding several new books and movies to the collection each month.
- In an effort to make more space for our new items, the staff and myself have been working hard weeding in the Adult Fiction, Children's, and VHS sections.
- The Children's Paperback section continues to be very popular with the kids.
- This summer we received several large donations of children's books that are either being added to the collection or boxed up for the books sale. We are very grateful for all of the excellent donations we have gotten in the last couple months!

**Collection as of Sept. 1, 2015**

|                    |               |
|--------------------|---------------|
| Adult fiction      | 11,130        |
| Adult non-fiction  | 12,052        |
| Junior fiction     | 7,663         |
| Junior Non-fiction | 4,472         |
| Reference          | 847           |
| Video/DVD          | 3,566         |
| Audio books        | 1,101         |
| Music CDs          | 1,102         |
| Equipment          | 1             |
| Museum Passes      | <u>13</u>     |
| <b>TOTAL</b>       | <b>41,947</b> |

**Personnel/Volunteers**

- All of our regular volunteers contributed throughout July and August. We also had a several teen/pre-teen volunteers that helped us out at various programs and with processing new books.

**Meetings/Workshops**

- In August I attended an orientation at Bibliomation headquarters. I was given a tour of the facilities, introduced to their staff, and given an overview of their services.

**Bibliomation/Automation/Tech**

- In August we were having issues with our Wi-Fi. I purchased a new router and had Charter come out to fix our connection (we needed a new modem).
- I am in the process of pricing out a better Wi-Fi connection. I hope to move our free (but very slow) connection over to the Hodge.
- We now have a Microsoft Surface 3 tablet. It has Evergreen set up for circulation as well as connectivity for our projector.
- We are almost set up with Point and Pay. Once that is finalized we will be able to take credit card payments/donations. The Point and Pay card reader compatible with our new tablet.
- Our website is in the process of being updated. The homepage is mostly done, but we will be working on the other pages and adding a blog where we can post library news and new releases.
- I am working with the Fundraising Committee's graphic designer to come up with logos for the Minor and the Hodge that we can use on our websites as well as any printed materials.

**Adult Services**

- We had two adult programs in July: a Davyne Verstanding lecture on memoir writing (16 people) and the opening of the Wendell Minor exhibit (180 people)
- There were four adult programs in August: Healing Art and Poetry with Courtney Davis (23 people), Computer User Group with Bill Chin (7 people), Benjamin Foulois lecture (18 people), and the Annual McCann Concert (160 people).

- Our book discussion groups did not meet in July. There was a library book discussion in August.
- This summer marked our first Summer Reading Program for adults and teens. We had an excellent turn out with 22 adults and 4 teens submitting 82 book review entries to win a Kindle Fire (donated by the Friends) and two Swatch watches. Kay Schaller was the winner of the Kindle and also the most prolific reader submitting 13 reviews.

**Children’s Services**

- This was an outstanding summer for our library kids. Over the summer (July and August) we held 17 kids programs that were attended by 551 people.
- We had 93 Summer Reading participants up from about 75 last year.
- With the help of other staff and volunteers, Paula has been working hard to make our children’s collection more accessible to our young patrons and their parents. This has involved purchasing new titles, weeding outdated and unused books, and rearranging how the books are shelved and displayed. We certainly saw an increase in children’s circulation over the summer and we hope the trend continues throughout the rest of the year.

**Building and Grounds**

- We have a fresh coat (or two) of paint on the building.
- I have yet to find someone willing to replace our broken windows.
- I am working with Jan Napier to purchase a few new chairs for our staff.

**Programming Committee**

- The Programming Committee will be working on coming up with a series of programs based on various themes. We hope that this will help make our programs more cohesive and also give us a jumping off point should we wish to host occasional fundraising events.
- Sarah has applied for a grant through Connecticut Humanities to fund a series of programs that will take place throughout October and into November called “Inside, Outside, All Around the Town(s)”. The programs will take place at the Hodge and will complement the Historic Commission’s book launch.

**Hodge**

- With the help of Kerri and several volunteers we have been working hard to clean and organize the Hodge. There is still quite a bit to do, but progress is being made.
- This fall or winter we would like to have a Vintage and Antique Book Sale to help us raise money for improvements at the Hodge and also help us clear out some books that do not fit into the scope of the collection there.
- We are setting up the left (north) side of the Hodge to be an on-going book sale area for the Friends. At their last meeting they agreed to the book sale, but the details of how it will be organized and when it will be open is still undecided.

**Statistics: June, 2015**

|                      |      |
|----------------------|------|
| Total Circulation    | 1193 |
| References Questions | 345  |
| Visitors             | 1672 |
| ILL borrowed         | 163  |
| ILL lent             | 227  |
| Volunteers Hours     | 39   |
| Internet Use         | 75   |

**Statistics: July, 2015**

|                      |      |
|----------------------|------|
| Total Circulation    | 1620 |
| References Questions | 537  |
| Visitors             | 2247 |
| ILL borrowed         | 176  |
| ILL lent             | 254  |
| Volunteers Hours     | 34   |
| Internet Use         | 42   |

**Statistics: August, 2015**

|                     |      |
|---------------------|------|
| Total Circulation   | 1482 |
| Reference Questions | 284  |
| Visitors            | 1913 |
| ILL borrowed        | 121  |
| ILL lent            | 188  |
| Volunteer hours     | 23   |
| Internet Use        | 84   |

Programs: Adult – 2 programs,  
176 in attendance  
Junior – 12 programs, 416  
people

Programs: Adult – 4 programs,  
213 people  
Junior – 5 programs, 135 people



**FRIENDS OF THE ROXBURY LIBRARY  
CALL TO AGENDA  
SEPTEMBER 2015**

To: Minor Memorial Board of Trustees

The 2015 Book Sale netted a profit slightly over \$8,000.

Discussion at our last meeting of opening the Hodge on Saturday mornings for the sale of books. No conclusion reached and will be discussed further.

Friends have will fund an Arts & Crafts program at the Minor for school age children. The funding amount was \$450.00

Fund Raising Letters will be sent in February or March for 2016. Previously fund raising letters were sent in December.

Book Sale Date for 2016 has not been finalized, due to various conflicts.

The next meeting of the Friends will be at the Hodge on September 28, at 5:30.

Respectfully submitted,

*Arlene Kershner*

Arlene Kershner

**PERSONNEL COMMITTEE REPORT**  
**9/14/2015**

The Personnel Committee will be meeting with Teresa by the end of September for her six-month review. Teresa will evaluate her performance based on her stated goals, which were distributed to the Board earlier this summer.

Kerri Arsenault  
Pamela Southworth  
Joan Stracks

## TREASURER'S REPORT

Meeting Sept 14, 2015  
Statement as of August 31, 2015

### HODGE

|  |                   |
|--|-------------------|
| Hodge Checking Account                         | \$ 1,176          |
| Hodge Savings/ Endowment (S Bernstein Account) | <u>\$ 389,718</u> |
| TOTAL  | \$ 390,894        |

\*Note: Hodge owes Minor \$1,000

### MINOR

|   |                                   |
|---|-----------------------------------|
| Minor Checking Account                        | \$ 7,665 (includes (\$115) CG/WW) |
| Minor Savings/Endowment (S Bernstein Account) | <u>\$ 620,051</u>                 |
| TOTAL   | \$ 627,716                        |

TOTAL BERNSTEIN SAVINGS \$1,009,769

**LIBRARY GRAND TOTAL \$1,018,610**

\*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*  
Pam Southworth

**MINOR MEMORIAL LIBRARY  
ART COMMITTEE REPORT  
SEPTEMBER 2015**

Artist/illustrator Wendell Minor's show came down Sept. 9, 2015. No artwork sold, but with the sale of the 52 books by Fran from the Hickory Stick, we'll realize a \$140 commission.

The new art exhibit which opened on Saturday. Sept. 12 is with ceramic artist Ann Mallory and photographer Mio Akashi. The show will run through Oct. 31<sup>st</sup>.

Respectfully submitted,

*Mari Frohne*

Mari Frohne

## BUILDINGS & GROUNDS REPORT AUGUST & SEPTEMBER 2015

1. **JK Energy Solutions initiative with the Town of Roxbury.**  
Have spoken with JK Energy to lessen lumens in a few lamps over circulation desk and increase lighting in children's area. Rich Fehr will be in week of Aug 3<sup>rd</sup>. **He will also check 1 compact fluorescent light in kitchen and 2 in Community Room. Kevin came on 8/12 and replaced 2 lights over the circ desk with lower lumen bulbs and 2 in the children's area with brighter bulbs (10 kwh/bulb). Assessment to be done by staff but need to have color in children's area match.**
2. Met with the electrician, Tom Kowalski on 8/5 to test the Emergency Power backup and whether the exit signs light up and appropriate lights come on for egress. Called Alarm Company to ignore signal during test. System worked as designed. Per Fire Marshall Janet Morgan's request, Tom will write a letter to Janet explaining how our Emergency lighting/backup power system works (for her files) since it achieves the same end but not in the traditional fashion for emergency lighting. He will also write a procedure for a monthly test required by the Fire Marshall and executed under Teresa's direction.
3. **Met with Alan to have him continue the research and obtain bids for removal of the stucco on the retaining wall behind the library and to have a sealing applied to the poured concrete surface remaining.** Mari asked Luke Bedini to provide a quote. Alan will follow up with Mark Murray as well. The broken bluestone is being evaluated as well.
  - Alan reports: So far I have 1 quote for the stucco and expect another this week. Iljazi Masonry from Danbury has given a price of \$7,260 to remove all loose stucco and replace with new. This includes scratching exposed concrete with a grinder, apply a binder, and finish with new stucco. Additional price to paint only repaired areas (gray stucco paint) \$600. Additional option is to paint all stucco surfaces for a more uniform look for \$1,800. If we would like waterproof paint for the entire stucco area it would be an additional \$2,800.

I am waiting to hear back from Luke Bedini this week.

I am also repairing the broken stone under the outside railing this week. The cause of this fracture was the improper installation of the metal post supports (rods) that are cemented into the stone wall. The original builder used ordinary cement rather than a waterproof adhesive cement when installing the supports.

Ordinary cement has allowed moisture to penetrate and rust the posts within the wall. The rust expands the post which eventually cracked the surrounding masonry and split the cap stone. Over time this will probably do quite a bit of additional damage, but mitigating this problem would be very expensive and time consuming.
4. Waiting for balance of **weather stripping** for cellar door.
5. There are two broken **outside storm windows**. Efforts have been made to find a glass vendor to make the necessary repairs. It seems to have occurred in concurrence with mowing and weed whacking activities.
6. **Bid for exterior painting and roof power washing** awarded to Craig Henry. A paint can from last time was found so the same color was used. Craig prepped an area to try a 25 year life Behr stain (which has more of a gloss than the current surface). Painting was completed by beginning of September. **It is noted that a number of rotted areas remain, need to be fixed then painted. Will collect bids to have work done with the balance left in the capital account for this project.**

7. There was a burglar alarm on 8/13 indicating a fault for zone 009 the door at the top of the basement stairs. The police were dispatched by the alarm company. I went to the Library, met with the police and spoke with AAA Alarms. This is what was decided:
  - Apparently, there is a service call in for Monday for this door. In the meantime the following arming and disarming is in place to bypass that zone....
    - When entering, same process as always....your code then the number 1 which turns the alarm off
    - When leaving, until the problem is fixed.....your code, then the number 6 (a bypass code), then the number 009 (the zone to be bypassed), then your code again followed by the number 2 to arm the system

When the technician comes in on Monday, he will replace the door switch. Also, the smoke detector in the book drop closet (The detector might have to be found) which was taken out of service by AAA at our request due to ice dams on the roof, was reinstalled. Now that the outlet to turn on the heat tape for the roof is known, we can take pre-emptive action to preclude the formation of future ice dams.
  - Alan, I would like to have you added to the list of individuals AAA calls if that is ok? If so, before Monday, please give Teresa a 4 digit code to be programmed when the technician arrives on Monday. Also ask the technician to make you the first person to call after Teresa on the key holder list (you will need a key if you don't already have one) because of your proximity to the Library.
8. We have a confirmed date of September 24th 9-11:30 to train the staff in CPR/AED and helping a choking victim. I sent out a note asking if Board members would like to attend. There are two types of participation...a certification (~\$24 per person) and a non certification...what you learn and what you practice are the same.....
9. On 8/25/15, met with Fire Marshall Janet Morgan and electrician Tom Kolwaski to perform an annual test for the emergency lighting. Since it involved throwing the main power breaker into the building which shouldn't be done often, Tom will develop a monthly test for Teresa to execute based on throwing one breaker in the cabinet, checking the lights, and then turning the breaker back on. Since our emergency lighting system is unusual, Tom will document it for Janet and send the Library a copy for our permanent files.
10. On 8/25/15, Janet Morgan said that whenever we have 50 or more people attending an event, we must start the event by mentioning where the exit doors and an alternative are located. Good to know.



# TOWN OF ROXBURY CONNECTICUT

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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 14, 2015

### CANCELLATION NOTICE

The Regular Meeting of the Library Board of Trustees scheduled for October 14, 2015 has been cancelled. A Special Meeting has been scheduled for October 19, 2015.

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary



# TOWN OF ROXBURY CONNECTICUT

Library Director/Trustee

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

## ROXBURY LIBRARY BOARD OF DIRECTOR/TRUSTEES SPECIAL MEETING OCTOBER 19, 2015

### MINUTES

#### CALL TO ORDER

Cynthia Newby, Chairwoman, called the meeting to order at 5:03 PM.

Board of Trustees Present: Cynthia Newby, Joan Stracks, Alan Johnson, Mari Frohne, Kerri Arsenault, Pam Southworth and George Feifer

Library Director: Teresa Roxburgh

#### APPROVAL OF MINUTES (C. Newby)

Regular Meeting - September 14, 2015

The first paragraph under Buildings and Grounds was clarified to note that another quote will be sought for stucco project.

A motion was made to approve the minutes of the September 14, 2015 meeting by Joan Stracks, seconded by Mari Frohne and carried unanimously.

#### CONSENT AGENDA REPORTS FOR OCTOBER 2015

- Treasurer's Report (P. Southworth)
- Director's Report (T. Roxburgh)
- Art Report (M. Frohne)
- Building & Grounds Committee (P. Southworth)
- Personnel Committee (K. Arsenault)
- Hodge Committee (M. Frohne/K. Arsenault)
- Fundraising Committee re Annual Fund drive (C. Newby)

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

#### REPORTS

Programming/Publicity committee (T. Roxburgh)

Director Roxburgh reported that the Hodge series is going very well. In November a live reading of a play is planned. A tentative date for the antique and vintage book sale is Saturday, December 5th. She is looking for volunteers for this event.

Friends of the Library Report - Tabled (A. Kershner)

Mark Cohagen will be asked to attend the October 26 Friends meeting and Pam Southworth will attend the November 23rd Friends meeting.

Tim Beard memorial (M. Mongin)

The Tim Beard memorial has been installed and looks wonderful.

#### ACTION AGENDA

Community Studio Use Request (see Art Report) (P. Lazeski via M. Frohne)

A two week photography exhibit in honor of the drama teacher at Shepaug has been proposed which would include photos over his 40 year span as a Shepaug teacher. Shepaug will be responsible for the opening and will



invite alumni. They would like to hold this event in the spring. This event will bring no profit to the Library; however, it was agreed it is an appropriate use of the studio.

A motion was made to approve this use of the studio gratis provided that the appropriate paperwork is submitted. Motion by Kerri Arsenault, seconded by Alan Johnson and carried unanimously.

#### Collection Development Policy (T. Roxburgh)

George Feifer has not yet had an opportunity to do the research, but has heard from the patrons that there is not enough of a selection of the "better books". Director Roxburgh described her process of book selection and her efforts to balance what is popular with what is well reviewed and still stay within the limited budget. She recommended a review of the recent new books to see if the selection seemed better balanced. The group discussed the possibility of a new and current book donation program and agreed to publicize the idea. It was agreed that an Amazon wish list might be the best way to handle this concept.

Director Roxburgh reviewed the Collection Development Policy and determined that very few changes were needed.

A motion was made to accept the Collection Development Policy as amended. Motion by George Feifer, seconded by Alan Johnson and carried unanimously.

#### Strategic Plan Revisited: First Steps (C. Newby)

Cynthia Newby reported that per the Town Attorney both the Hodge and Minor Boards must be maintained. In the future a budget for the Hodge Board will be determined and will be discussed at the top of the BoT meeting so this information can be recorded.

Cynthia Newby explained that the general discussion regarding the Strategic Plan should begin again. Director Roxburgh reported that a matching grant, which can be matched in kind with staff or volunteer hours, from CT Humanities is available for Strategic Planning in an amount up to \$10,000. The grant application is due in February and will be awarded by May of next year.

The Board agreed to look at other libraries' strategic plans on the ACLB website and pick the model this Board prefers before the next meeting of the BoT.

Pam Southworth was seated at 5:51 PM.

#### **OTHER BUSINESS**

##### Summary of 2014-2015 Financial Report (P. Southworth)

Pam Southworth will distributed this report via e-mail for discussion at the next meeting.

##### Attendance at ACLB meeting Nov 6<sup>th</sup> (C. Newby)

The group reviewed the meeting schedule and determined they would attend for the first half of the day. George Feifer, Joan Stracks, Alan Johnson, Pam Southworth, Mari Frohne and Cynthia Newby will be in attendance. Board members Mark Cohagen and Meg Mongin will also be invited to attend.

#### **ADJOURNMENT (C. Newby)**

A motion was made to adjourn at 6:00 PM by Mari Frohne, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary



**Minor Memorial Library  
Director's Report  
September, 2015**

**Collection**

- Paula and Connie are continuing to weed through the children's section.
- Our DVD collection finally outgrew its old home so we integrated the DVDs with the VHS to give both collections more shelf space. The idea to integrate the collections was brought up at our summer staff meeting and was agreed upon by the members of the staff that were present. We've gotten both positive and negative feedback from the community, but hopefully everyone will get used to the new system soon.

**Collection as of Oct. 1, 2015**

|                    |        |
|--------------------|--------|
| Adult fiction      | 11,134 |
| Adult non-fiction  | 12,063 |
| Junior fiction     | 7,619  |
| Junior Non-fiction | 4,502  |
| Reference          | 847    |
| Video/DVD          | 3,438  |
| Audio books        | 1,101  |
| Music cds          | 1,103  |
| Equipment          | 1      |
| Museum Passes      | 13     |
| TOTAL              | 41,821 |

**Personnel/Volunteers**

- We are happy to have all of our volunteers back after the summer. They have been an *incredible* help on numerous projects.

**Meetings/Workshops**

- I attended a seminar on library advocacy with the state library. It was an excellent class that gave me some great ideas for how we can get our library message out there. I used some of their examples in crafting my letter for the fundraising mailer going out in October.
- I participated in a webinar for our online credit card system Point and Pay. We will be all set for receiving credit card donations for this year's fundraiser!

**Bibliomation/Automation/Tech**

- We continued to have issues with our WiFi throughout September. Tom Sweda from Bibliomation eventually came out to the library himself and found a problem with our old router. He switched it out and we have had fewer issues since then (still not very fast, but at least not cutting in and out).

**Adult Services**

- We had several programs in September: Alzheimer's, Creating Special Moments (5 people), Echoing Silence opening (98 people), Mary Schinke Estate Planning (12 people), Book Discussion (11 people), Tovah Martin Indestructible Houseplants (43 people).
- Our art exhibit has been selling very well for both artists.
- Sarah applied for and received a grant from CT Humanities for a series of historical lectures at the Hodge throughout October and November. We have noticed a lot of interest in all of the programs and we hope it will be a great success for our little library on the green!

**Children's Services:**

- Paula’s children’s programs have been very well attended this fall. She hosted 3 lapsits with a total of 38 people, two storytimes with 8 total, and one book bug club with 12 kindergarteners and 1<sup>st</sup> graders.
- Paula has been working with our volunteer Connie to weed in the children’s section and has been regularly sorting through the many boxes of children’s book donations that we have received over the past couple of months.

**Building and Grounds**

- Jan Napier, Mari and I have been working on finding new chairs for the library. We are close to a decision.
- We had a small leak in the basement that soaked through several boxes of book donations and created a lovely home for mold. Ray fixed the leak which was from the boiler. RRR took away anything that was wet or moldy.
- Joseph started work on painting the trim at the Hodge.
- Our Tim Beard dedication sign has been installed.
- Until we get some brighter lights in the children’s area, I hung up a few strands of white LEDs on the house to provide extra light in the area in the evening.

**Programming Committee**

- The Programming Committee met and came up with several program ideas to get us through the winter. We will have a few “cozy” events at the Hodge on tea, herbs, and poetry along with some gardening programs to gear up for our seed lending library which we hope to start in March or April.

**Hodge**

- The Hodge is coming along nicely, but there are still many things to be done there. The Friends met there in September and I gave them a tour of the changes including the Friends book sale area as well as the storage areas upstairs.
- We have several events going on at the Hodge in the coming weeks so we hope this serves as an opportunity for people to become accustomed to visiting the Hodge.

**Statistics: August, 2015**

**Total Circulation 1482**  
**Reference Questions 284**  
**Visitors 1913**  
**ILL borrowed 121**  
**ILL lent 188**  
**Volunteer hours 23**  
**Internet Use 84**

**Programs: Adult – 4 programs, 213 people**  
**Junior – 5 programs, 135 people**

**September, 2015**

**Total Circulation 1315**  
**Reference Questions 335**  
**Visitors 1535**  
**ILL Borrowed 93**  
**ILL Lent 174**  
**Volunteer Hours 34**  
**Internet Use 35**

**Programs: Adult – 5 programs, 169 people**  
**Junior – 6 programs, 58 people**

**Minor Memorial Library  
Art Committee Report  
October, 2015**

Minor Memorial Library  
Oct. 19, 2015 Board Meeting  
ART COMMITTEE REPORT

The new art exhibit opened on Saturday, Sept. 12 with ceramic artist Ann Mallory and photographer Mio Akashi. The show will run through Oct. 31<sup>st</sup>.

Three of Ann's pieces sold at the opening and since then, one of Mio's has sold, and Another of Ann's sold. The sales figures are as follows: Ann - \$920 & Mio - \$250 for a total of \$1,170. of which 20% will go to the library.

Next Art Show features Rick Daskam's landscape paintings and opens Sat., Nov. 7<sup>th</sup>.

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Re: Two-week Photography Exhibit honoring Drama teacher at Shepaug who retired this year. Paula sent description below:

The teacher's name is Doug Winkle who taught at Shepaug virtually since its inception. He taught language arts, film history and most importantly he was theater teacher forever, most beloved. Sarah Taylor from Bridgewater approached me about having a retrospective photography exhibit of every production Doug was involved in, two a year for every year he worked there. This would not only be an exhibit, but a celebration of his close to 40 years as a teacher. Former staff & students would be invited as well as being open to the public. I would expect a huge gathering, perhaps in May when the terrace is available.

The exhibit would be open for a two week period, nothing would be for sale since all the images would come out of archives. This is an opportunity for the library to host and toast a truly extraordinary man who was especially known for his magic touch with troubled kids. Sarah and her group of "stage moms" would cover all expenses, we would help with the installation, that's about all, with the exception of making the Community Studio available to which I hope the board would give its blessing.

Mari Frohne

## Oct 2015 Buildings and Grounds Report

1. **JK Energy Solutions initiative with the Town of Roxbury.**  
Have spoken with JK Energy to lessen lumens in a few lamps over circulation desk and increase lighting in children's area. Rich Fehr will be in week of Aug 3<sup>rd</sup>. **He will also check 1 compact fluorescent light in kitchen and 2 in Community Room. Kevin came on 8/12 and replaced 2 lights over the circ desk with lower lumen bulbs and 2 in the children's area with brighter bulbs (10 kwh/bulb). Assessment to be done by staff but need to have color in children's area match. Update: Lighting in children's area is insufficient. JK Energy pursuing other options.**
2. Met with the electrician, Tom Kowalski on 8/5 to test the Emergency Power backup and whether the exit signs light up and appropriate lights come on for egress. Called alarm company to ignore signal during test. System worked as designed. Per Fire Marshall Janet Morgan's request, Tom will write a letter to Janet explaining how our Emergency lighting/backup power system works (for her files) since it achieves the same end but not in the traditional fashion for emergency lighting. He will also write a procedure for a monthly test required by the Fire Marshall and executed under Teresa's direction. **Update: Tom delivered a letter to Janet explaining how our Emergency lighting/backup power system works for her files and has a copy for the Library. He also has the written procedure for the Library to run monthly which was also approved by Janet. Sometime at the beginning of November he will meet with Teresa and I to run through the first test.**
3. Waiting for balance of **weather stripping** for cellar door.
4. There are two broken **outside storm windows**. Efforts have been made to find a glass vendor to make the necessary repairs. It seems to have occurred in concurrence with mowing and weedwacking activities.
5. Bid for **exterior painting and roof powerwashing** awarded to Craig Henry. Painting was completed by beginning of September. **It is noted that a number of rotted areas remain, need to be fixed then painted. Will collect bids to have work done with the balance left in the capital account for this project. Update: Caulking a few cracks remain and will be done shortly. Mari and I met with Mike Frohne who will complete a number of carpentry repairs by the end of October: siding, column bottom, window trim, and corner next to A/C units.**
6. We have a confirmed date of November 16th to train the staff in CPR/AED and helping a choking victim. It needed to be rescheduled due to instructor illness.
7. There is a very slow plumbing leak in the storage room in the basement. For now a pail is collecting the water. Ray's Mechanical will repair it when they do the seasonal changeover. Teresa collected the soggy materials and had RRR Maintenance take them away.

Personnel Committee report  
10/15/2015

The Personnel Committee met with Teresa at the end of September and evaluated her performance based on her goals.

We agreed her performance has been exceptional; so as of October 1, 2015 Teresa's probationary period was over and her annual salary increased by 5%.

We also asked Teresa to update her goals to be more specific; they are below.

Kerri Arsenault  
Pamela Southworth  
Joan Stracks

# Director Goals and Objectives

April 1, 2015 – April 30, 2016

STAFF- train, supervise, and schedule paid staff and volunteers. Manage appropriate staffing levels.

- Manage paid staff, workflow, and assignments
  - Written performance reviews and meetings by July 1 **completed**
  - Crosstrain staff on ILLs, processing materials, maintaining periodicals (end of 2015) **In process, awaiting implementation of new ILL system**
  - Create written workflows and rules (cataloging, processing, etc). End of 2015 **In process**
- Manage volunteers
  - Recruit additional volunteers or increase hours (July 2016)
  - Train volunteers to assist with shelving, shelf-reading, and weeding (July 2016) **Paula trained a young volunteer to shelve and shelf read in the children's area over the summer.**
  - Recruit teen volunteers **We had two teen volunteers over the summer**

## COMMUNICATION

- Oversee website, Facebook, and printed material to reflect activities, news, and announcements
  - Develop new website (end of 2015) **Mostly completed, editing needs to be done as well as the inclusion of a blog**
- Create a standard process for programming and publicity, including all forms of publicity (print and online), for everyone to follow. (September 2015) **Completed. Still working on logos for Minor and Hodge**
- Prepare and send annual reports to the State and the Town of Roxbury **In Progress, awaiting financial information**
- Prepare monthly Director's Report for Board of Trustees meeting. **Completed/in progress**
- Hold three staff meetings annually (Summer, Fall, Winter/Spring) **Initial summer meeting was held, will be having a safety meeting at the end of Sept.**

## BUDGETING

- Develop the annual budget with the Treasurer and maintain Library operations within that budget (+/- 2%)
- Select, order, and maintain all library materials and supplies **For circulating items, I created a monthly budget.**

## PERSONNEL and POLICIES

- Complete training with former Library Director, Valerie Annis **Completed**
- Implement and oversee library policies and work with the Board to ensure they are met.
  - Compile current set of policies (October 2015) **Completed**
  - Review current policies for future revision (July 2016) **In progress, I have created a calendar of revisions for each meeting to meet this goal.**

## PROGRAMMING and PUBLICITY

- Supervise and promote a large variety of well-attended adult, youth, and children's programs **So far so good with many thanks to Sarah and Paula!**
- Patronage
  - Host bi-monthly Teen programs to increase teen attendance (6 programs by July 2016) **First program is being held in October. At the request of a teen volunteer we may be hosting occasional SAT study halls**
  - Promote the library at community events to increase percentage of population with library cards (2 events by July 2016)

## BUILDINGS, GROUNDS, and EQUIPMENT – manage routine maintenance activities

- Order a new printer (end of 2015) **Completed**
- In partnership with Pam and Fire Chief Todd Wheeler, develop and train staff on an evacuation plan in the event of Fire (September 2015). **End of September**



- Practice fire drills twice a year
- In partnership with Pam and an EMT, train staff on the use of the AED (September 2015)
  - Review use of AED yearly
- Create a disaster plan (July 2016)

#### TECHNOLOGY

- Update computers and software as needed **Computers have all been updated to the latest version of Office. Office has also been installed on our two public internet PCs.**
- Acquire a tablet computer and USB barcode scanner for use as a mobile circulation station and for use in the stacks (end of 2015) **Completed**
- Acquire a laptop for programming use with the projector or as an extra workstation (end of 2015). **Tablet computer works as laptop as well. Completed.**
- Host technology workshops and programs for all ages (4 by July 2016) **Attempted a coding program for young kids taught by a teen volunteer. Turn out was low. Bill Chin will be hosting more regular Computer User groups each month with greater advertisement from the library. I am still awaiting a finalized schedule although I think it will be on a wednesday morning.**

#### GRANT WRITING

- Research and apply for at least 3 grants a year **Sarah has applied to a CT Humanities grant for programming at the Minor. Kerri is working on a grant for the Roxbury Museum/Hodge.**

#### HODGE DEVELOPMENT

- Develop a plan for improving the grounds of the Hodge (septic, well, landscaping) **In Progress. Well has been tabled, landscaping is underway.**
- Review contents of the Hodge and develop a specific plan for revitalizing the building and collections (September 2015) **Completed**
- Increase number of library events held at the Hodge (3 by July 2016) **Completed. We are having several events there starting in October.**

#### STRATEGIC PLAN

- Work with the Board on the development of a survey to the town (date?)
- Work with the Board on the development of a technology component to the plan
- Survey library staff on ideas for a new strategic plan and get them involved in its construction

- Events
    - Events scheduled for the Hodge include the series *Autumn Evenings at the Hodge* through November 19th, the Turkish kilim rug fundraiser in collaboration with the Gunn Museum November 22; a Valentine's Day reading of Shakespeare's Love Sonnets; a writing workshop beginning in January; a tea sampling and talk sometime in Jan/Feb.
    - The Historic District Commission held a very successful book reissue event on October 11 at the Hodge, alongside a write up in the Waterbury Republican. For displays, they reprinted antique postcards of Roxbury, enlarged and mounted them on foam core; they are letting us keep them at the Hodge while we continue to have events. In return, Kerri will sell the HDC books at Hodge events.
  - Hodge logo and website
    - Teresa is working with graphic designer to develop logo that is basically the same as the MML logo but with a line drawing of the Hodge. Once we finalize that, we will then create a website for the Hodge that will link to the MML website.
  - Collection/Clean up/Visitors, etc.
    - While we are still cleaning out the attics and sorting the books, Teresa has made tremendous headway on both! In November (hopefully) we plan to host an antique book sale to include all the books she has culled from the collection.
    - Mark will begin to tackle reorganizing the museum upstairs. It is currently under construction so not conducive to visitors at this time.
    - Also, a reminder to please not let visitors in the attic or in the Friends' book collection, as we are still sorting.
    - Speaking of value, we are working hard to determine the value of a couple of books we found upstairs in the attic. The books are currently under lock and key and off premise. Mary Daniel, one of our historical advisors, is working with Sotheby's and Kerri is working with the Shakespeare Folger Library in DC. Stay tuned!
  - Teresa is working with our Internet service provider to get free internet at the Hodge!
- 

## PAINT JOB

Josef started work on the Hodge paint job October 6<sup>th</sup> with power wash. He expects job to take one month. Mike Frohne will complete wood repairs as needed by Friday, Oct. 16<sup>th</sup>.

## ANNUAL FUND RAISER REPORT

The development committee, Teresa, and guest advisor Sherry Seward have completed work on this project. Janet Childs has sent the job to the printer/mailing house. Should see piece in the mail in a week. Going forward, we will report on fund raising results – via check vs online donations.



# 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 9, 2015

### MINUTES

#### CALL TO ORDER

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

Board of Trustees Present: Cynthia Newby, Joan Stracks, Alan Johnson, Mari Frohne, Kerri Arsenault, Pam Southworth, Mark Cohagen and George Feifer

Library Director: Teresa Roxburgh

#### APPROVAL OF MINUTES (C. Newby)

October 19, 2015

Pam Southworth advised that she is unable to attend the November Friends meeting as she noted and was recorded in the minutes of October meeting.

A motion was made to approve the minutes of the October 19, 2015 meeting. Motion by Pam Southworth, seconded by Joan Stracks and carried unanimously.

#### CONSENT AGENDA FOR REPORTS FROM NOVEMBER 2015

- |                                |                        |
|--------------------------------|------------------------|
| ▪ Treasurer's Report           | P. Southworth          |
| ▪ Director's Report            | T. Roxburgh            |
| ▪ Art Report                   | M. Frohne              |
| ▪ Building & Grounds Committee | P. Southworth          |
| ▪ Personnel Committee          | K. Arsenault           |
| ▪ Hodge Committee              | M. Frohne/K. Arsenault |
| ▪ Friends Report               | A. Kershner            |

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

#### REGULAR ORAL REPORTS

Programming/Publicity committee (T. Roxburgh)

The Programming/Publicity committee is expected to meet before the holidays in December. Director Roxburgh reported on the upcoming programs. Prior to the Turkish Kilim Rugs lecture and sale on November 22nd a preview party is planned for 1 p.m. where food will be served at the cost of \$10. The Board noted that the Hodge programs have been wonderful.

Fundraising Committee re Annual Fund drive (C. Newby; T Roxburgh; K Arsenault)

Positive feedback was received for the new Annual Fund drive letter. A couple people have donated using the online option.

#### ACTION AGENDA

Consider Purchase of New Staff Chairs (T. Roxburgh)

A donation of \$1,000 was made with the request that something needed should be purchased for the Library. Director Roxburgh suggests that these funds be used to in part fund new desk chairs. She advised that is something the staff needs desperately for their health and well being. An example of the current chairs was viewed. She reported that she shopped for new chairs with Jan Napier who has access to discounted prices. She distributed information regarding the desk chairs she recommends. The cost will be \$2675 for six chairs and one stool, which

is at a 50% discount. She would like to ask the Friends for \$860 and to use \$860 from the Library budget to fund the balance of the cost.

A motion was made to authorize a \$2675 expenditure for new chairs. Motion by Pam Southworth, seconded by Mari Frohne and carried unanimously

Vote on Revised Display Policy (T. Roxburgh)

The Board reviewed the revised Display Policy with the minor changes.

A motion was made to accept the Revised Display Policy. Motion by Mari Frohne, seconded by Pam Southworth and carried unanimously.

Vote on Revised Bylaws (C. Newby)

Chairwoman Newby reported that Town Attorney Gail McTaggart has advised that five Hodge Memorial Library Directors are required to be elected per the Hodge Will. Attorney McTaggart suggested that the bylaws for both the Hodge Memorial Library and Minor Memorial Library be combined. The Vice Chair of the Minor Memorial Library Board of Trustees should be the Chair of Hodge Memorial Library Board of Directors. The Hodge Board will meet directly after the Minor BoT meeting. It was clarified that the Hodge Board is different from the Hodge Committee. A Hodge budget should be set up to be overseen by the Treasurer of the BoT. The Hodge should be referred to as the Hodge Memorial Library and no longer as the Hodge Memorial Library and Museum as that does not follow the language of the Will.

A motion was made to adopt the revised Bylaws. Motion by Pam Southworth, seconded by Mari Frohne and carried unanimously.

Elect Board Officers for 2-year term (C. Newby)

The following nominations were made for 2016/2017:

▪ Chairperson:

Pam Southworth nominated Cynthia Newby as Chairwoman of the Minor Memorial Library. The nomination was seconded by Mari Frohne.

A motion was made to close the nominations for Chairperson. Motion by Pam Southworth, seconded by Mari Frohne and carried unanimously.

▪ Vice Chair:

It was noted that the Vice Chair of the Minor Memorial Library would also hold the position of Chairperson of the Hodge Memorial Library. Joan Stracks nominated Mari Frohne as Vice Chair. The nomination was seconded by George Feifer.

A motion was made to close the nominations for Vice Chair. Motion by Mari Frohne, seconded by George Feifer and carried unanimously.

▪ Treasurer:

Kerri Arsenault nominated Pam Southworth as Treasurer. The nomination was seconded by Joan Stracks.

A motion was made to close the nominations for Treasurer. Motion by Kerri Arsenault, seconded by Joan Stracks and carried unanimously.

▪ Secretary:

Kerri Arsenault nominated George Feifer as Secretary. The nomination was seconded by Mari Frohne.

A motion was made to close the nominations for Secretary. Motion by Kerri Arsenault, seconded by Mari Frohne and carried unanimously.

A motion was made to elect the following slate of nominated Officers of the Minor Memorial Library Board of Trustees for 2016/2017:

- Chairwoman- Cynthia Newby
- Vice Chair - Mari Frohne
- Treasurer - Pam Southworth
- Secretary - George Feifer

Motion by Alan Johnson, seconded by Mari Frohne and carried unanimously.

#### Approve 2016-2017 Standing Committees and Members (C. Newby)

The Board reviewed the Standing Committee Roster. Director Roxburgh reported that Silky Berger asked to be removed from the Publicity; although, she will still continue promote events as she has in the past. Mark Cohagen was added as a member of the Art Committee.

#### Approve 2016 Board Meeting Schedule (C. Newby)

It was requested that the Hodge Memorial Library Board of Directors schedule be added to meet directly after the Regular Meetings of the Minor Memorial Library BoT.

Motion to approve the 2016 Board Meeting Schedule as amended. Motion by Joan Stracks, seconded by Pam Southworth and carried unanimously.

### **OTHER BUSINESS**

#### Preparation of 2016-2017 Budget (P. Southworth)

Pam Southworth discussed the preparation for budget to be presented to the Board in January for approval. She asked the members to consider ways to save money as well as upcoming expenditures. Items specific to the Hodge budget should be noted. She asked that budget related ideas be e-mailed to her. Hodge budget related ideas should be e-mailed to Mari Frohne.

#### December Board Meeting (C. Newby)

The group agreed that a December Board meeting will not be needed.

### **STRATEGIC DISCUSSION**

#### Review of ACLB meeting Nov 6<sup>th</sup> (C. Newby)

George Feifer reported on the ACLB meeting and noted that many new Internet options were discussed. He suggested that Roxbury find ways take advantage of these advancements. Future Board members should include people who are savvy in this area. Also, a financial expert is needed on the Board. Cynthia Newby agreed that merely providing access to the Internet is no longer needed. Helping accessors determine what is accurate and complete information will be the Library's job going forward.

#### Strategic Plan: Next Steps (C. Newby)

Cynthia Newby noted that the Board will need until September to draft a plan. A Committee should be formed and meet monthly. She asked that each BoT member send an example of a Strategic Plan from another town that they like before the January meeting. Also, members should forward their ideas regarding groups of people that they feel are significant stakeholders such as students, parents, weekenders etc.

### **ADJOURNMENT (C. Newby)**

A motion was made to adjourn at 6:35 PM by Mari Frohne, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary

Meeting: Nov 9, 2015

Statement as of October 31, 2015

**HODGE**

|  |                  |
|--|------------------|
| Hodge Checking Account                         | \$3,551          |
| Hodge Savings/Endowment (S. Bernstein Account) | <u>\$385,045</u> |
| <b>TOTAL</b>                                   | <b>\$388,596</b> |

**MINOR**

|  |                  |
|--|------------------|
| *Minor Checking Account                        | \$15,786         |
| Minor Savings/Endowment (S. Bernstein Account) | <u>\$619,798</u> |
| <b>TOTAL</b>                                   | <b>\$635,584</b> |

**TOTAL BERNSTEIN SAVINGS/ENDOWMENT** **\$1,004,843**

**LIBRARY GRAND TOTAL** **\$1,024,180**

\*Note: Contemplation Garden and Walkway Fund are now included in the Minor Checking account but will continue to be tracked separately. The standalone checking account for these funds was closed due to bank fees.

Respectfully Submitted,  
Pam Southworth

**Minor Memorial Library  
Director's Report  
October, 2015**

**Collection:**

- Weeding continues in the Children's section.
- I have been working on weeding the adult fiction. Once that project is complete I will be working on an inventory of the section.

**Collection as of Oct. 1, 2015**

|                    |           |
|--------------------|-----------|
| Adult fiction      | 11,833    |
| Adult non-fiction  | 12,077    |
| Junior fiction     | 7,655     |
| Junior Non-fiction | 4,534     |
| Reference          | 847       |
| Video/DVD          | 3,481     |
| Audio books        | 1,107     |
| Music CDs          | 1,103     |
| Equipment          | 1         |
| Museum Passes      | <u>13</u> |
| TOTAL              | 41,833    |

**Personnel/Volunteers:**

- All of our volunteers have been hard at work over the month of October. I am especially grateful to Paula Lazeski for her help on Halloween.
- Maureen has been working with Silky to relabel our DVD TV Series to be more consistent and easy to find.

**Meetings/Workshops:**

- At the beginning of the month I attended an informational meeting at the Senior Center about the Ag-STEM proposal for the high school. Because of the shift STEM related curriculum over the past few years, Paula has been working on planning various science-based programs for children.
- On the 14<sup>th</sup> Silky and I attended a Bibliomation ILL meeting. We were hoping to learn about the new InterLibrary Loan system being developed, but did not get any new information.
- On the 21<sup>st</sup> I attended the Northwest Director's Roundtable. We discussed some challenges that small, rural libraries face as well as ideas that work in libraries like ours.

**Bibliomation/Automation/Tech:**

- Our public printer died. It's been replaced and now patrons can scan at the public PCs!
- I discussed with Bibliomation the possibility of connecting our copier to our network so that any computer can print to it and also use it to scan. I need to find out from RICOH if our lease agreement allows for that capability.

**Adult Services:**



- October was incredibly busy with programs: Plan 9 movie screening (9 people), What Shall we do with our Walls (10), Reading Buildings (21), Roads to Everywhere (23), Burying Grounds (23), Library book discussion (12), senior book discussion (12), Conservation Commission Town Wants to Know (17)
- Sarah is planning several programs for the rest of the fall and winter. Stay tuned!
- We will be having our antique book sale on December 5<sup>th</sup>.

**Children’s Services:**

- Paula had several children’s programs this month: Two lapsits (15 people), two storytimes (16), Pageturners (7)
- Paula had the Kindergarten class from Booth visit the library for a tour. She is working with the school librarian to increase the number of these visits with the other grade levels.
- Paula participated in two webinars on storytimes.

**Building and Grounds**

- We have a final proposal for the purchase of new chairs for the library. The chairs we have now are over 20 years old.
- We are *finally* getting the two broken windows replaced. One in the children’s area, one in the Diebold room.
- Our pots have been brought in for the winter and our awning has been taken down.

**Programming Committee**

- The Programming Committee did not meet this month, but we continue to work on booking winter programs

**Hodge**

- Our Hodge programs have been a big success
- The vintage/antique book sale will be on Saturday December 5<sup>th</sup> from 12-7 PM to coincide with the Christmas tree lighting. In the weeks leading up to it, I will need volunteers to help go through the books, arrange them on tables, and help me on the day of the sale.

**Statistics: September, 2015**

|                            |             |
|----------------------------|-------------|
| <b>Total Circulation</b>   | <b>1315</b> |
| <b>Reference Questions</b> | <b>335</b>  |
| <b>Visitors</b>            | <b>1535</b> |
| <b>ILL Borrowed</b>        | <b>93</b>   |
| <b>ILL Lent</b>            | <b>174</b>  |
| <b>Volunteer Hours</b>     | <b>34</b>   |
| <b>Internet Use</b>        | <b>35</b>   |

**Programs: Adult – 5 programs, 169 people  
Junior – 6 programs, 58 people**

**October, 2015**

|                            |             |
|----------------------------|-------------|
| <b>Total Circulation</b>   | <b>1250</b> |
| <b>Reference Questions</b> | <b>359</b>  |
| <b>Visitors</b>            | <b>1629</b> |
| <b>ILL Borrowed</b>        | <b>103</b>  |
| <b>ILL lent</b>            | <b>178</b>  |
| <b>Volunteer Hours</b>     | <b>32</b>   |
| <b>Internet Use</b>        | <b>48</b>   |

**Programs: Adult – 8 programs, 127 people  
Junior – 6 Programs, 54 People**

**Minor Memorial Library  
Art Committee Report  
November, 2015**

Minor Memorial Library  
Nov. 9, 2015 Board Meeting  
ART COMMITTEE REPORT

The new art exhibit opened on Saturday, Nov. 7th with landscape painter Rick Daskam's works. The show will run through January 2<sup>nd</sup>.

In the previous show with Ann Mallory's ceramic vessels and Mio Akashi's photographs, four of Ann's pieces and one of Mio's sold for a total of \$1,170.00, 20% of which will go to the library.

## Nov 2015 Minor Memorial Buildings and Grounds Report

### 1. JK Energy Solutions initiative with the Town of Roxbury.

Update: On 11/5/15 Teresa and I met with Keith Jewel regarding the insufficient lighting in the children's area. JK Energy will change the other 6 up-lights to the higher (by 10) lumen and slightly softer light bulbs at no cost to the Library. Teresa suggested adding a lighted fan to the high point in the room instead of simply keeping the fan only. If we got a fixture with 4 bulbs, it could provide the down lighting needed to read the books in the stacks. Keith offered to go with Teresa to a lighting store in New Milford and provide the bulbs in the Proper color and the correct intensity. JK Energy is providing customer service above and beyond what is necessary. We will need to ask our electrician to install the fixture.

2. Update: In November, Tom Kowalski will meet with Teresa and me to run through the first test of the backup power supply.
3. Waiting for balance of weather stripping for cellar door.
4. There are two broken outside storm windows which will be repaired soon by Action Glass of New Milford.
5. Mike Frohne completed a number of exterior carpentry repairs: siding, column bottom, and corner next to A/C units. He will go back and paint these areas for us. He will also either find or make mullions for the windows over the winter.
6. We have a confirmed date of November 16th to train the staff in CPR/AED and helping a choking victim. It needed to be rescheduled due to instructor illness.
7. Alan will be getting a bid from Mark Murray to sandblast the back wall and apply a sealer.

## **Nov 2015 Personnel Report**

Personnel committee agreed to Director Teresa Roxburgh's request to work every other Saturday and reallocate her hours accordingly. However, if there is a need to work additional Saturdays, then her schedule will be modified to accommodate the necessity to be present during normal hours the Library is open.

Respectfully submitted,  
Pam Southworth, Treasurer

## HODGE REPORT 11/9/2015

- Events scheduled for the Hodge:
- - Nov. 12<sup>th</sup> – “The Not-So-Good-Life of the Colonial Goodwife”
  - Nov. 19<sup>th</sup> – “Free People Lived Here” – The Mary and Eliza Freeman House of Bridgeport – Maisa Tisdale.
  - Nov. 22<sup>nd</sup> - the Turkish kilim rug fundraiser in collaboration with the Gunn Museum
  - Dec. 5<sup>th</sup> (12-7pm) – Vintage and Antique Book Sale

This event coincides with Roxbury Christmas Tree Lighting. The “Friends” will look for Christmas-related books to also offer for sale. Board volunteers are needed. Please contact Teresa.

- Hodge logo and website – Still a work in progress

### PAINT JOB

Josef started work on the Hodge paint job October 6<sup>th</sup> with power wash. He expected job to take one month. So far, it looks like he has been working on the shutters at his home. No sign of work done on entrance, eaves or window trim. Alan to call Josef to discuss.

Mike Frohne completed wood repairs needed.

### ELECTRICIAN

Took care of wiring from post light out front to interior switch. I asked him to give us a timer for the exterior lights to run 4-9pm during winter months. He’s had to order this. He changed out the light switch in the Board Room which was why lights were not working.

### PLUMBER

Teresa sent me an e-mail Thursday about a “grizzly discovery” in the upstairs toilet. I will contact plumber to remedy.

Friends of the Roxbury Library  
Call to Agenda  
November 2015

To: Minor Memorial Board of Trustees

The 2016 Book Sale will be held on June 3,4,5.

Friends will help with vintage and antique book sale on December 5.  
Friends will also help with moving and pricing prior to the sale.  
Friends will also sell books on the December 5.

Preliminary work will be done in November for the next fund raising letter.  
Fund Raising Letters will be sent in February for 2016.

Financial activity including contributions remains slow this time of year.

The next meeting of the Friends will be on November 23, at 5:30.

Arlene Kershner



# TOWN OF ROXBURY CONNECTICUT

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Library Board of Director/Trustees

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

## ROXBURY LIBRARY BOARD OF DIRECTOR/TRUSTEES REGULAR MEETING DECEMBER 14, 2015

### CANCELLATION NOTICE

The Regular Meeting of the Library Board of Director/Trustees scheduled for December 14, 2015 has been cancelled.

Respectfully submitted,  
*Jai Kern*  
Tai Kern, Secretary