



# TOWN OF ROXBURY CONNECTICUT

Library Board of Director/Trustees

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

## ROXBURY LIBRARY BOARD OF DIRECTOR/TRUSTEES REGULAR MEETING JANUARY 11, 2016

### MINUTES

#### CALL TO ORDER:

Cynthia Newby, Chairwoman, called the meeting to order at 5:11 PM.

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

Library Director: Teresa Roxburgh

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

##### Regular Meeting - November 9, 2015

A motion was made to approve the minutes of the November 9, 2015 meeting. Motion by Pam Southworth, seconded by Joan Stracks and carried unanimously.

#### CONSENT AGENDA REPORTS FOR JANUARY 2016

- Treasurer's Report (P. Southworth)
- Director's Report (T. Roxburgh)
- Art Report (M. Frohne)
- Building & Grounds Committee (P. Southworth)
- Friends Report (A. Kershner)

It was noted that June 3, 4, and 5 are the Book Sale dates this year.

Hodge Committee: budget for Hodge to be discussed below.

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

#### REGULAR ORAL REPORTS

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

Director Roxburgh reported on the upcoming programming. The Library is applying for CT Community Foundation Healthy Communities Grant for the Summer Reading Program; "Exercise Your Mind". The Library plans to cross promote this with the Recreation Commission and Senior Center.

##### Personnel Committee (T. Roxburgh)

This Committee will meet in early February to review the Personnel Policy, which requires some updating. The Library will reach out to the Town for a copy of their Personnel Policy.

##### Fundraising: Annual Fund Drive Report (C. Newby)

Cynthia Newby reported that the appeal is doing well with \$24,000 toward the goal of \$29,000.

Fundraising Committee Addition

-Campus Inventory Sub-C

Meg Mongin and Joan Stracks will work on inventorying what is available on campus for memorializing. They will analyze this year's donors against last year's donors in an effort to follow-up with those that have not yet been heard from.

-Grant Sub-C

Mark Cohagen, Kerri Arsenault and Teresa Roxburgh will work together as the Grant Committee.

## **ACTION AGENDA**

### Vote on Revised Patron Behavior Policy (T. Roxburgh)

The members reviewed the revised Patron Behavior Policy. It was agreed that a policy regarding weapons in the Library should be researched.

A motion was made to approve the revised Patron Behavior Policy with the provision of the addition of language regarding weapons. Motion by Mari Frohne, seconded by Meg Mongin and carried unanimously.

### Vote on 2016-2017 RPL Proposed (P. Southworth)

#### Operating and Capital Budget (Minor and Hodge)

The proposed Operating and Capital Budget request was distributed. Pam Southworth reported on the process used to draft this proposal. It was noted that the request of Town funds have held steady for four years; however, this year it is necessary to increase the request due to the ongoing cost increases over the past four years. The proposed expenses have been lowered by 1% by cutting as many expenses as possible. It has been Library policy to draw between 4-5% per year from the endowments. The proposal calls for over a 5% draw. It was noted that the market is down.

Over the past 2 years \$15,000 has been invested in Hodge Building and Grounds maintenance. It was explained that the Hodge Budget has been broken out from the Minor Budget for the first time for 16-17.

Going forward a Hodge Budget will be followed and reviewed quarterly.

Fundraising was discussed. The Walkway and Contemplation Garden breakdown is not represented in the proposed budget.

The Capital requests proposed were reviewed. The Library would like to reclassify the \$3,201 escrowed amount as "Paint Minor Memorial Library", to the classification of "Minor Memorial Library Repairs & Improvements". The additional upcoming Capital requests were reviewed.

A motion was made to accept the proposed Roxbury Public Library Budget for FY 16/17. Motion by Meg Mongin, seconded by Mari Frohne and carried unanimously.

## **OTHER BUSINESS**

### Note from Pat Lowe

The dedication ceremony for Bucky Lowe's Magnolia Tree was held. A thank you note was received from Pat Lowe for the Library's part in the dedication and the book of the Magnolia Tree throughout the seasons given to the family.

### New volunteer for Buildings & Ground Committee

Michael Boyd volunteered for the B&G Committee. Alan Johnson agreed to organize a B&G Committee meeting in February and a formal proposal for the repair of the back wall will be sought.

### Strategic Discussion

Strategic Plan: Next Steps (C. Newby)

Cynthia Newby proposed the first of a series of meetings to be held on January 25th 5-7 PM where thoughts on how to move forward will be discussed.

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

A motion was made to adjourn at 6:22 PM by Joan Stracks, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,

*Jai Kern*

Tai Kern, Secretary

**BOARD OF LIBRARY DIRECTORS, HODGE MEMORIAL LIBRARY**  
**REGULAR MEETING**  
**JANUARY 11, 2016**

**CALL TO ORDER**

Mari Frohne, Chairwoman, called the meeting to order at 6:23 PM.

Board of Trustees Present: Cynthia Newby, Joan Stracks, Alan Johnson, Mari Frohne, Kerri Arsenault, Pam Southworth, Mark Cohagen,  
Library Director: Teresa Roxburgh

**ACTION AGENDA**

Buildings and grounds

- Paint job status (Alan)

This project is mostly completed; however, the balance of the work will be held up until the warm weather in the spring.

- Interior paint

Pam Southworth reported that interior painting is budgeted for next year; however, if there are volunteer painters then this can go forward with a budget of a couple hundred dollars. Kerri Arsenault suggested slightly improving the color.

- Rotten wood repair

Mari Frohne suggested involving Mike Boyd in finishing some of the project as a volunteer.

- Plants & trees to be pruned

Alan Johnson reported that the tree near the bench has grown into the phone wire. Teresa Roxburgh will discuss relocating the wires with Frontier.

- New plantings this Spring

Tabled until the springtime.

Removal of books/magazines

Teresa Roxburgh reported that most of what was left from the book sale has been removed from the Hodge. There remains a lot in the attic space that still needs to be removed. The members will consider a dumpster share with the Friends after the book sale. Also, Kerri Arsenault will get an estimate from RRR for the removal and disposal of the materials in the attic.

Reorganization of museum

Mark Cohagen will work on Wednesdays on reorganizing the museum, making a list of the inventory and taking pictures. Kerri Arsenault noted that she like to look into the Collectify program for this purpose. Teresa Roxburgh reported that she applied for the traveling archivist to come and provide suggestions and thoughts regarding the Library's collections.

Furniture/ new chairs

Kerri Arsenault noted that at some point a fundraiser can be done for new chairs. Until then, chairs can be borrowed from the MML.

Fundraising ideas

- 80<sup>th</sup> Anniversary Events

The Hodge was built in 1937; therefore, the group agreed that the 80th anniversary might be a good opportunity for fundraising. Mari Frohne asked that members bring fundraising ideas to the April 11th meeting.

Grant writing

Kerri Arsenault, Mark Cohagen and Teresa Roxburgh will work as a committee on grant writing. Directions from the traveling archivist will be helpful in going forward for applying for grants. The accuracy of the Historic Registry was questioned. The need for communications with the Historic District Commission regarding plans for the Hodge was noted.

Writing Workshop

Tabled

Hodge Memorial Library and Museum Budget

The proposed 16/17 Hodge Memorial Library and Museum budget was distributed and reviewed. Pam Southworth reviewed the process for drafting this proposal and reviewed the budget by line item.

A motion was made to approve the proposed 16/17 Hodge Memorial Library and Museum budget by Joan Stracks, seconded by Alan Johnson and carried unanimously.

**ADJOURNMENT**

A motion was made to adjourn at 7:15 by Kerri Arsenault, seconded by Mark Cohagen and carried unanimously.

Respectfully submitted,

*Tai Kern*

Tai Kern, Secretary

<b>TREASURER'S REPORT</b>	
Meeting: Jan 11, 2016	
Statement as of December 31, 2015	
<b>HODGE</b>	
Hodge Checking Account	\$4,046
Hodge Savings/Endowment (S. Bernstein Account)	\$374,138
<b>TOTAL</b>	<b>\$378,184</b>
<b>MINOR</b>	
*Minor Checking Account	\$6,805
Minor Savings/Endowment (S. Bernstein Account)	\$604,709
<b>TOTAL</b>	<b>\$611,514</b>
<b>TOTAL BERNSTEIN SAVINGS/ENDOWMENT</b>	<b>\$978,847</b>
<b>LIBRARY GRAND TOTAL</b>	<b>\$989,698</b>
the Minor Checking account but will continue to be tracked separately.	
Respectfully Submitted,	
Pam Southworth	

**MINOR MEMORIAL LIBRARY  
DIRECTOR'S REPORT  
NOVEMBER AND DECEMBER, 2015**

Collection

- In the slow time around the holidays I finished up the weeding of the Adult Fiction section.
- Paula, Connie (volunteer), and I have been working on weeding the children's area. We completed the J Fiction and are working our way through the picture books. One of our main challenges is actually storage of the discarded books. Most of them can be used for the Friends book sale in June, but we don't have enough boxes to store them. Donations of small-medium boxes would be appreciated!
- We relabeled and created a new shelving category for our DVD and VHS TV series and miniseries. The hope is that this will make it easier to locate them.

Collection as of Jan. 1, 2016

Adult Fiction	11,029
Adult Non-fiction	12,120
Junior Fiction	7,628
Junior Non-fiction	4,575
Reference	864
Video/DVD	3,514
Audio Books	1,115
Audio Music CDs	1,118
Equipment	1
Museum Passes	13
<b>TOTAL</b>	<b>41,977</b>

Personnel/Volunteers

- During the holidays we had fewer volunteers than we typically do during the rest of the year. We did however get to take advantage of having a slower library to do some weeding and general tidying of the library.
- I am especially grateful to everyone that helped setup, staff, and clean up the Hodge book sale on Dec. 5<sup>th</sup>. It was a huge success!

Meetings/Workshops

- I attended a regional Library Director's meeting at Northwest Community College. The topic was on mental health first aid.

Bibliomation/Automation/Tech

- We have yet to get our copier hooked up to the network. There is a ticket in with Bibliomation so I hope it will be resolved soon.
- At the end of December we were informed that the delivery service in charge of Inter-Library Loan would be quitting. The result was a period of a few weeks when we didn't think we'd be able to borrow books from other libraries or have other libraries' books returned to us. As it turns out, that although deliveries have been slow, the issue has been resolved and deliveries are continuing.

Adult Services

- We had several programs throughout November and December: Rick Daskam art opening (94), Not-so-good Life of the Colonial Housewife (26), Dinner with Friends play reading (37), Freeman Houses of Bridgeport (15), Kilim Rug Sale (23), Antique Booksale at the Hodge (100+), Writers' Workshop Infor Session (13), Living with Popeye (25)
- In November we saw a large spike in the borrowing of e-books. My hope is to increase the relevancy of our digital collection by purchasing our own titles (rather than only having access to the titles that Bibliomation purchases) in the next fiscal year.

### Children's Services

- Paula's lapsit programs continue to be well-attended. As are her Book Bug and Page Turner after-school programs.
- Based on the feedback of local parents, storytime was moved to the afternoon. However, this has proven to be an unsuccessful change so we will be rescheduling storytime for the next session beginning in March.
- Paula participated in several webinars over the course of November and December and has come away with several wonderful ideas.
- We will be starting a series of monthly science/STEM themed programs in January. The programs will include different activities for children of all ages. We hope to get a few teen volunteers from the high school to help out.

### Building and Grounds

- Our new chairs are here and they are wonderful!
- As part of their annual decorating of the large pine tree out front, the Faanes' arranged to have it trimmed and it looks great!
- Special thanks to Ron and Sharon Faanes as well as the Garden Club for making the library festive during the holiday season.

### Programming Committee

- The Programming Committee met in early December and started putting ideas together for the remainder of the winter and all the way into summer.
- Sarah will be on a leave of absence through the end of February. I will be taking on her programming duties although she will still be available to write and send out press releases.
- Coming up we have several programs planned including a film screening, a program about Downton Abbey (we're all so sad to say goodbye!), a poetry reading at the Hodge, and the kick-off of the seed lending library in spring among other things.
- George is working on a film series focused on the world's most influential literature that has been successfully adapted. Your ideas are welcome!
- Sarah and I are working on a healthy living grant for our summer reading program through the Connecticut Community Foundation with this year's theme of "Exercise Your Mind". If the grant is accepted, we will be working with the Recreation Commission as well as the Senior Center to promote our series of health and wellness lectures, classes, and activities.

### Hodge

- We had two very successful fundraising events for the Hodge in November and December. We first co-hosted with Gunn Museum a luncheon and sale of kilim rugs. This was a lucrative event for us as we raised around \$1,500 for the Hodge. We plan to alternate hosting events with the Gunn. Next year we will hold the rug sale in the Washington area.
- On the 5<sup>th</sup> we had an antique booksale at the Hodge which coincided with the tree-lighting. We raised over \$500. This was quite a fun event that brought in several new-to-the-library people. We got several compliments on the building and the sale. Although we may not have antique books left to sell, I would still love to make this an annual tradition.

<b>Statistics: November, 2015</b>	
Total Circulation	1153
Reference Questions	113
Visitors	1318
ILLL Borrowed	73
ILL Lent	155
Volunteer Hours	20
Internet Use	20
Programs	Adult – 5 Programs – 195 People
	Junior – 6 Programs – 75 People

<b>Statistics: December 2015</b>	
Total Circulation	1138
Reference Questions	338
Visitors	1220
ILLL Borrowed	106
ILL Lent	151
Volunteer Hours	33
Internet Use	62
Programs	Adult – 4 Programs – 250 People
	Junior – 5 Programs – 52 People

<b>Statistics: October, 2015</b>	
Total Circulation	1250
Reference Questions	359
Visitors	1629
ILLL Borrowed	103
ILL Lent	178
Volunteer Hours	32
Internet Use	48
Programs	Adult – 8 Programs – 127 People
	Junior – 6 Programs – 54 People



**MINOR MEMORIAL LIBRARY  
ART COMMITTEE REPORT  
JANUARY, 2016**

Minor Memorial Library  
Jan. 11, 2016 Board Meeting  
ART COMMITTEE REPORT

The new art exhibit opened on Saturday. Jan.9th with still life painter Judith Wyer's works. The show will run through Feb. 20<sup>th</sup>.

In the previous show with Rick Daskam's oil landscape paintings we had \$3100 in sales, 20% (\$620.) of which will go to the library.

## DEC 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: 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. Two broken outside storm windows were repaired by Action Glass of New Milford.

5. Mike Frohne will either find or make mullions for the windows over the winter. There is another window sill on the west side that needs repair.

6. November 16th some of the staff and Board were trained in CPR/AED.

7. Alan will be getting a bid from Mark Murray to sandblast the back wall and apply a sealer.

8. Teresa met with HVAC technician to learn to operate the time/day settings on the heating and ac systems to try and achieve optimal savings when the Library is closed.

**FRIENDS OF THE ROXBURY LIBRARY  
CALL TO AGENDA  
JANUARY 2016**

To: Minor Memorial Board of Trustees

The 2016 Book Sale will be held on June 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup>

Friends helped with vintage and antique book sale on December 5<sup>th</sup>. The event generated a good turnout, holiday spirit and some financial profit.

Friends next fund raising letter in late January for 2016.

We have been informally collecting books early this year. We will continue to accept any book contributions.

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

Arlene Kershner



# 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 25, 2016

### MINUTES

#### CALL TO ORDER

Cynthia Newby, Chairwoman, called the meeting to order at 5:11 PM.

Board of Trustees Present: Cynthia Newby, Joan Stracks, George Fifer, Pam Southworth, and Meg Mongin

Library Director: Teresa Roxburgh

#### BUSINESS

Special meeting to discuss strategic planning: plan outline, timeline, and work process.

#### Strategic Discussion

The group reviewed the key points of the ACLB Trustees handbook chapter 5 (Planning) and discussed a 10-step outline for the strategic plan development, approving it as a general guide for moving forward. The refined outline, environmental scan document, timeline, and tentative work process will be presented for approval at the Feb 8 Regular meeting of the library board.

#### ADJOURNMENT

The meeting was adjourned at 6:00 P.M. by unanimous accord.

Respectfully submitted,

*Cynthia Newby*

Cynthia Newby



# 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 8, 2016

### CANCELLATION NOTICE

The Regular Meeting of the Library Board of Trustees scheduled for February 8, 2016 has been cancelled. A Special Meeting has been scheduled for February 12, 2016 at 4 p.m.

Respectfully submitted,  
*Jai Kern*  
Tai Kern, Secretary

**ROXBURY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
FEBRUARY 12, 2016  
MINUTES**

**CALL TO ORDER:**

Cynthia Newby, Chairwoman, called the meeting to order at 5:11 P. M.

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

Library Director: Teresa Roxburgh

Friends: Arlene Kershner

**Approval of Minutes**

C. Newby

January 11, 2016

A motion was made to approve the minutes of the January 11, 2016 meeting. Motion by Kerri Arsenault, seconded by Meg Mongin and carried unanimously.

January 25, 2016

A motion was made to approve the minutes of the January 25, 2016 meeting. Motion by George Feifer, seconded by Joan Stracks and carried unanimously.

**Consent Agenda Reports for February 2016**

Treasurer's Report

P. Southworth

Director's Report

T. Roxburgh

Building & Grounds Committee

P. Southworth

Friends Report

A. Kershner

Campus Inventory Sub-C

M. Mongin/J. Stracks

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

**Regular Oral Reports**

Art Report

M. Frohne

Distributed and reviewed.

Hodge Committee

M. Frohne/K. Arsenault

Distributed and reviewed.

Programming/Publicity committee

T. Roxburgh

The screening of the Oscar movies has been ongoing. The group is looking forward to the Sonnet program at the Hodge, which will take place on Valentines Day. In March, the seed lending library will kick-off. The grant application for Healthy Communities has been submitted. The summer reading kick-off will take place June 25th with a 2.5 mile run and 1 mile walk at the park in conjunction with the Roxbury Road Races. Cynthia Newby suggested that the Library connect with the garden tours taking place that day. Anne Leary is scheduled to come to the Library to discuss her new book on June 24th. Currently, a writing workshop held by Kerri Arsenault is in progress.

Fundraising: Grant Sub-C

T. Roxburgh

A meeting of the Grant Sub Committee will occur next month. A copy of the grant application to CCF will be circulated by Teresa Roxburgh.

George Feifer discussed a capital campaign for technology. CCF has another grant cycle coming up, which includes technology opportunities. It was agreed that the Library should have an IT plan for this proposal. CCF looks fondly upon mutual contributions; therefore, a capital campaign will be a favorable asset to the grant application. Cynthia Newby noted that the Library may not be getting the best use of Diebold room and the Library may want to consider technology based seating in that area. Alan Johnson suggested that the Library seek donors for specific gifts for databases such as 'ancestry.com.

**Action Agenda**

Building & Grounds Report #3

A. Johnson

Alan Johnson reported that he received quotes for the finishing of the back wall of the building and the expected cost is to be about \$3,500. This work can be done toward the end of March. Pam Southworth noted that

they would like to have this project completed and invoiced by the end of June. He will go forward and obtain formal bids.

A motion was made to approve an expenditure not to exceed \$3,500 for the refinishing of the western exterior wall of the Library. Motion by Pam Southworth, seconded by Joan Stracks and carried unanimously.

**Postcard Mailing for Emails**

C. Newby

George Feifer discussed increasing the Library's e-mailing list. It was determined that a postcard be mailed to the community encouraging and advising of ways to be added to the e-mail listing. The card will include some of the recent events, hours and contact information for the Library. The members will send further suggestions to Teresa Roxburgh regarding what should be included on the postcard. Approx 160 people are currently on the e-mail list. The Board's goal is to have a minimum of 1000 e-mails.

**Privacy and Confidentiality Policy**

T. Roxburgh

Teresa Roxburgh reported that this policy was very brief. It included record keeping and law enforcement requests. She added additional language regarding the computer policy, reference questions and e-mails. She explained that the Library does not retain any patron information other than library card information. There is an option under account preferences where each patron can privately keep a list of what they have taken out from the Library.

**Circulation Policy**

T. Roxburgh

This policy was updated to note that library cards expire every 3 years. Language was added regarding DVDs, CDs, proof of residency and required ID to obtain a library card.

A motion was made to accept the Privacy and Confidentiality Policy and the Circulation Policy as amended. Motion by Joan Stracks, seconded by Meg Mongin and carried unanimously.

**Other Business - N/A**

**Strategic Discussion**

SPlan refined outline, environmental scan document, timeline, and tentative work process, and subcommittee Assignments

C. Newby

Cynthia Newby reminded the group that a meeting was held January 25th regarding a Strategic Plan for the Library. The Board agreed that this was a relevant and important exercise. The community's needs and technology are both very important part of the process. George Feifer, Joan Stracks, and Meg Mongin felt that the original session was very beneficial.

Mari Frohne was seated at 5:05 p.m.

The refined outline document was distributed and reviewed. Cynthia Newby contacted the highly regarded strategic plan consultant, Maxine Bleiweis, who advised that \$4,500 will allow for three days of consulting. The group agreed they would like certain deliverables along with such a fee. It was suggested that some top donors be contacted for possible financial help with this endeavor. Additionally, the group will research whether CCF funding may be available for this project. Due to the considerable importance of the strategic plan to the library and the Town of Roxbury, the group unanimously agreed to employ an outside consultant for strategic planning.

**Adjournment**

C. Newby

A motion was made to adjourn at 5:40 P.M. by Joan Stracks, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,  
**Tai Kern**  
Tai Kern, Secretary

# TREASURER'S REPORT

Meeting: Feb 8, 2016

Statement as of January 31, 2016

## **HODGE**

Hodge Checking Account	\$4,423
Hodge Savings/Endowment (S. Bernstein Account)	<u>\$362,415</u>
<b>TOTAL</b>	<b>\$366,838</b>

## **MINOR**

*Minor Checking Account	\$32,674
Minor Savings/Endowment (S. Bernstein Account)	<u>\$586,570</u>
<b>TOTAL</b>	<b>\$619,244</b>

**TOTAL BERNSTEIN SAVINGS/ENDOWMENT** **\$948,985**

**LIBRARY GRAND TOTAL** **\$986,082**

\*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  
January, 2016**

**Collection:**

- In January we continued weeding the Children's area. It's a slow process made a little slower by the lack of storage for our discarded books in the basement.
- No other significant changes occurred with the collection this month.

**Collection as of Jan. 1, 2016**

Adult fiction	11,061
Adult non-fiction	12,127
Reference	864
Junior fiction	7,529
Junior Non-fiction	4,581
Video/DVD	3,521
Audio books	1,118
Music CDs	1,119
Equipment	1
Museum Passes	<u>13</u>
TOTAL	42,003

**Personnel/Volunteers:**

- Maureen began shelf reading in the biographies. That will probably be our next area of weeding.
- A HUGE thank you to Connie for helping Paula this month with the prep for our first Gadget and Gizmos science program as well as Take Your Child to the Library Day.
- Silky was away the whole month
- Sarah's leave of absence began in early January. She'll be back at the beginning of March. While away she has been working on putting together a "Healthy Communities" grant for the summer.

**Meetings/Workshops:**

- I attended a New Director's meeting on the 12th

**Bibliomation/Automation/Tech:**

- We got our copy machine hooked up to the network. All of our computers (staff and public) can now print to it. Although we still need to pay per copy, we hope that this cuts down on the price of ink.
- Tom Sweda of Bibliomation gave his approval for our plan to replace two computers a year due to obsolescence.
- Charter has cancelled our free Wi-Fi account and have told us that we qualify to have free cable since we are an educational institution. We will be paying for a business WiFi account and installing cable in the community studio in February.

### Adult Services and Programming:

- Before Sarah left on her leave of absence she planned out several programs for us including: Meditative coloring – 5, Judith Wyer opening – 62, James McDonald documentary – 55 (a very popular and well-received program), Oscar film screenings on Thursday and Fridays (The Martian – 18, Straight Outta Compton – 19, Mad Max – 8, Cinderella – 7), and two book discussions-11 and 12
- Sarah and I worked on a grant application to enhance our summer reading program. We have several wonderful health and wellness programs lined up. We will be working with the Senior Center, the Recreation Commission, and the Roxbury Road Race.

### Children's Services:

- Paula has been busy prepping for the start of our monthly STEAM-related children's programs. Her first one, held on the 30<sup>th</sup> was a huge success.
- Coming up on February 6<sup>th</sup> is Take Your Child to the Library Day.
- Paula continued to host her regular children's programs and all have been well attended, particularly her lapsit programs for toddlers.

### Building and Grounds

- The building is still standing. To ensure that it stays that way in case of emergency, Pam organized to have the fire department take a tour of both the Minor and the Hodge so that everyone is familiar with the layouts of both buildings. We plan on having a fire drill in February.
- A few smaller items are in need of fixing including the facets in the kitchen and ladies' room as well as the front door.

### Hodge

- Kerri started her writing workshop at the Hodge this month. Interest was incredibly high so we had to limit the number of participants. We hope to do another session later in the year.
- A squirrel found its way into the building doing quite a bit of damage to the window sashes throughout. We are seeking repair quotes and investigating the possibility of an insurance claim.

### Statistics:

#### December, 2015

<b>Total Circulation</b>	<b>1138</b>
<b>Reference Questions</b>	<b>338</b>
<b>Visitors</b>	<b>1220</b>
<b>ILL Borrowed</b>	<b>106</b>
<b>ILL lent</b>	<b>151</b>
<b>Volunteer Hours</b>	<b>33</b>
<b>Internet Use</b>	<b>62</b>

**Programs: Adult – 4 programs, 250 people**  
**Junior – 5 programs, 52 people**

#### January, 2016

<b>Total Circulation</b>	<b>1136</b>
<b>Reference Questions</b>	<b>359</b>
<b>Visitors</b>	<b>1275</b>
<b>ILL Borrowed</b>	<b>70</b>
<b>ILL Lent</b>	<b>203</b>
<b>Volunteer Hours</b>	<b>38</b>
<b>Internet Use</b>	<b>67</b>

**Programs: Adult – 9 programs, 197 people**  
**Junior – 7 programs, 109 people**

## **Jan 2016 Minor Memorial Buildings and Grounds Report**

1. On January 28, 2016 at 7 pm, the fire department and emergency services performed a “walk thru” at the Minor and Hodge Libraries. They familiarized themselves with the buildings (especially the Minor attic) and did their preplanning which describes how they would address a fire or remove injured personnel. The fire marshal, Janet Morgan was invited but was unable to attend.
2. To be done at a later date: scheduling a live fire drill so that the Library staff can first be trained on proper egress of staff and visitors, then have their training tested in a real time way.....This might also include something for the children. Teresa will schedule this part.
3. Library stucco—estimate for stripping off old broken pieces of material, smoothing, and painting per Alan Johnson—not to exceed \$3500.

**VOTE ON THIS EXPENSE BELOW UNDER ACTION AGENDA.**

**NOTE THAT THE COST WILL BE REIMBURSED BY TOWN OF ROXBURY UNDER THE LIBRARY’S CAPITAL BUDGET.**

Friends of the Roxbury Library  
Call to Agenda  
February 2016

To: Minor Memorial Board of Trustees

Friends Annual Meeting will be on February 22, and will be held at 5:30 before our regular meeting.

Friends fund raising letter for 2016 should be at mailboxes.

Planning has started for our book sale in June. (3,4,5)

Beginning April we will be sorting books at the Hodge- using the main room.

The next meeting of the Friends will be on February 22 at 5:30.

Arlene Kershner

Update for Campus Inventory Sub-C from J. Stracks and M. Mongin

Subcommittee is working to complete descriptions of all campus inventory items, taking advantage of Mari Frohne's generous offer to input these elements in her art inventory software. Most photos have been taken; group met with Jan Napier who shared the drawn plan of the campus.

Next steps are to:

- Based on info from Mari, refine the descriptions and report back on items still available for memorization.
- Create an outreach program to offer these items to the public.

The group thinks that this is an important record for the Library to have in place going forward. There will be several worthy trees to adopt in addition to commemorative walkway pavers and potential future walkway – Contemplation Garden connection pavers.

**ROXBURY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
MARCH 14, 2016  
MINUTES**

**CALL TO ORDER:**

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

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

Library Director: Teresa Roxburgh

Friends of Library: Arlene Kershner

**Approval of Minutes**

C. Newby

February 12, 2016

A motion was made to approve the minutes of the February 12, 2016 meeting. Motion by Meg Mongin, seconded by Joan Stracks and carried unanimously.

**Consent Agenda Reports for February 2016**

Treasurer's Report

P. Southworth

Director's Report

T. Roxburgh

Building & Grounds Committee

P. Southworth/A. Johnson

Art Report

M. Frohne

Hodge Committee: Tabled until April 11 at 4:30

M. Frohne/K. Arsenault

Friends Report

A. Kershner

Fundraising: Annual Fund Drive Report

C. Newby

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

A motion was made to remove from the Consent Agenda and discuss the Fundraising: Annual Fund Drive Report by Cynthia Newby, seconded by Kerri Arsenault and carried unanimously.

Fundraising: Annual Fund Drive Report

C. Newby

The group discussed the two gifts to the Library on the Fundraising Report. A gift was given from Tim Beard's estate in the amount of \$3,000. Additionally, \$5,500 was given from a nonprofit based in Long Island. Kerri Arsenault has been reaching out to the Carters who recommended to Billy Baldwin to award this grant to the Minor Memorial Library.

**Regular Oral Reports**

Programming/Publicity committee

(report attached For review and any discussion)

T. Roxburgh

Director Roxburgh reviewed the report and noted the seed library, a bird program, and writing program.

The Library will be working with the Recreation Commission on programs and are also working on putting together the Summer Reading Program.

Fundraising: Grant Sub-C

T. Roxburgh

The Subcommittee met a couple weeks ago to discuss grant ideas. Director Roxburgh will put together a spread sheet of grants and pertinent information.

Postcard Mailing for Emails

T. Roxburgh

Director Roxburgh is working on templates.

AgSTEM Committee

C. Newby

Barbara Henry suggested that Cynthia Newby reach out to Elliot Davis regarding ways the Library can be involved and support the school in their AgSTEM program. Mr. Davis is directing the AgSTEM committee for Roxbury. Kim Gallo expressed thanks for our interest and has advised that the school will reach out to the Library when the time is right.

Campus Inventory Sub-C

M. Mongin/J. Stracks

Meg Mongin has taken photos and will work with Mari Frohne to add them to the inventory program.

**Action Agenda**

**Other Business**

Cynthia Newby advised that the Library needs a fundraiser next year. The idea of a kitchen tour was brought up by Pam Southworth. This is something that raises quite a lot of money for the Salisbury Library; however, a lot of resources are needed. Cynthia Newby agreed that this would be a good idea, but advised from experience that many volunteers would be needed. Cynthia Newby suggested that the group work on forming a committee for this fundraising event. Perhaps this could be a joint venture with the Friends. Plans are to assemble a tour committee this fall with a view to holding the event Fall 2017.

Pam Southworth reported that she attended the Friends meeting last month. The Friends have offered to join the BoT in a meeting with the BoF to support the proposed budget.

Cynthia Newby reported on Elizabeth Esty's recent discussion at the Library where the economic value of the Library was considered. Cynthia Newby would like the Board's assistance to quantify the Library's value to this town.

The Historical Society is resurrecting and meeting in early April. This may ultimately be a good base of volunteers to help with the Hodge.

**Strategic Discussion**

Strategic Plan feedback on outline C. Newby

Cynthia Newby distributed and reviewed a hand-out regarding the Strategic Plan. Consultant Maxine Bleiweis has provided suggested reading in preparation for the Strategic Plan. Ms. Bleiweis will run the first Advisory Council meeting scheduled for April 26th at 9 a.m. at the Library.

Environmental scan document

Mark Cohagen distributed the CERC Town Profile 2016. The group discussed whether they could obtain information regarding the homeschooled and private school statistics. George Feifer and Mark Cohagen will work together to further this information.

Refine timeline and work process

Teresa Roxburgh will work on mission statement ideas and will distribute via e-mail. It was agreed that there was no need to have an additional meeting prior to the Regularly Scheduled Meeting.

Subcommittee Assignments

Subcommittees will be determined at the next meeting. The weekenders involved will be scheduled to meet on a late Saturday afternoon. Cynthia Newby asked that the Board send her suggestions of names of those to be included on the Advisory Council or Focus Groups invitation lists.

Cynthia Newby noted that the CT Library Association is having its annual meeting April 21st.

**Adjournment**

C. Newby

A motion was made to adjourn at 6:26 P.M. by Meg Mongin, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,

**Tai Kern**

Tai Kern, Secretary

# TREASURER'S REPORT

Meeting: March 14, 2016

Statement as of February 29, 2016

## **HODGE**

Hodge Checking Account	-\$260
Hodge Savings/Endowment (S. Bernstein Account)	\$358,705
<b>TOTAL</b>	<b>\$358,445</b>

## **MINOR**

*Minor Checking Account	\$17,771
Minor Savings/Endowment (S. Bernstein Account)	\$581,784
<b>TOTAL</b>	<b>\$599,555</b>

**TOTAL BERNSTEIN SAVINGS/ENDOWMENT** **\$940,489**

**LIBRARY GRAND TOTAL** **\$958,000**

\*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  
February, 2016**

**Collection:**

- We received a few very generous donations of items we were able to add to our collection this month. Special thanks for the large donation of audiobooks!
- Weeding continues in the children's area and I have started weeding a bit in the Diebold room where several shelves are overloaded.

**Collection as of Mar. 1, 2016**

Adult fiction	11,078
Adult non-fiction	12,140
Reference	867
Junior fiction	7,199
Junior Non-fiction	4,599
Video/DVD	3,519
Audio books	1,135
Music CDs	1,118
Equipment	1
Museum Passes	<u>13</u>
TOTAL	41,669

**Personnel/Volunteers:**

- Sarah was away for the month of February. Her shifts were filled in by Roxane, Muffy, and Joan.
- Connie spent several hours helping Paula prepping for February's Mad Scientists' Club program.
- Despite the snow, we held a brief staff meeting on Feb. 10<sup>th</sup>. Our next official staff meeting will be held in June before the Summer Reading Program.

**Meetings/Workshops:**

- I attended a meeting of the Connecticut League of Historical Organizations on the 9<sup>th</sup>. It was an excellent opportunity to meet people who run, or volunteer to run, small museums and historical societies around the state. We reviewed some tips for preservation and organization.
- On the 22<sup>nd</sup> and 23<sup>rd</sup> I attended Bibliomation Tech Training. The purpose of the training was to go over computer and networking basics. Libraries with staff that are trained can purchase tech assistance from Bibliomation at a lower rate.

**Bibliomation/Automation/Tech:**

- We now have a faster Charter WiFi connection. Tom Sweda of Bibliomation was able to visit the library to pass some of that speed on to our desktop computers as well. The last time I checked our internet was up to 33Mbps from 1.5Mbps!
- Due to our need to actually purchase internet coverage from Charter they are giving us free cable. It's hooked up, but I haven't tried it with our TV yet.
- Evergreen was down for about half a week at the end of the month. The issue is supposedly resolved. Luckily we were closed on one of those days (Tuesday) so the inconvenience was lessened.

### Adult Services and Programming:

- February was a busy month of programming. We held Oscar film screenings every Thursday and Friday for enthusiastic crowds. I plan on continuing to show popular newly released films once a month or so. We had a fabulous program with over 70 people hosted by Doug Winkel (and arranged by Kerri and Georgette) at the Hodge with readings of Shakespeare's Sonnets on Feb. 14<sup>th</sup>. The response was very positive. Colin Harrison's art exhibit opened on the 27<sup>th</sup> followed by a program on Downton Abbey's fashions on the 28<sup>th</sup>.
- Planning and preparing for our seed-lending library debut in March is underway. We will be using the old children's card catalog which lives next to our public access computers.

### Children's Services:

- Take Your Child to the Library Day on Feb. 6<sup>th</sup> was a great success with 22 people participating. Paula had several activities available for the kids to do around the library.
- Our second STEAM program on the 27<sup>th</sup> was an enormous success with almost 50 people. This was the first time that we actually had to enforce the registration sheet and use a wait list. Kids came from several neighboring towns.
- Lapsit and Storytime were on hiatus for the second half of February and will be returning in March with new times and days to encourage better attendance.

### Building and Grounds

- We had several issues with the heat this month. Due to a power outage our furnace wouldn't turn back on. Once it was back on, it wouldn't turn off. Ray has let me know that there might be a hang up somewhere in the system, but that we need to wait for a few colder days to get a better idea of where that might be.
- Our front door is fixed! Many thanks to Bill Green for taking a look at it and to Drew Wood for switching out the broken piece.

### Hodge

- Kerri has been working over at the Hodge to get rid of some items that were left over from our last clean-out.
- We were hoping to get some interior painting done before April, but it looks like we may have to postpone.
- Joseph has been doing monthly cleanings at the Hodge. He began by cleaning off the shelves in the conference room area so that we can rearrange some of the collection.

### Statistics:

#### January, 2016

<b>Total Circulation</b>	<b>1136</b>
<b>Reference Questions</b>	<b>359</b>
<b>Visitors</b>	<b>1275</b>
<b>ILL Borrowed</b>	<b>70</b>
<b>ILL Lent</b>	<b>203</b>
<b>Volunteer Hours</b>	<b>38</b>
<b>Internet Use</b>	<b>67</b>

**Programs: Adult – 9 programs, 197 people  
Junior – 7 programs, 109 people**

#### February, 2016

<b>Total Circulation</b>	<b>1113</b>
<b>Reference Questions</b>	<b>217</b>
<b>Visitors</b>	<b>1055</b>
<b>ILL Borrowed</b>	<b>139</b>
<b>ILL Lent</b>	<b>172</b>
<b>Volunteer Hours</b>	<b>24</b>
<b>Internet Use</b>	<b>35</b>

**Programs: Adult –11 programs, 291 people  
Junior – 7 programs, 108 people**

## **Feb 2016 Minor Memorial Buildings and Grounds Report**

1. Weather-stripping has been added to the interior side of the basement door.
2. To be done at a later date: scheduling a live fire drill so that the Library staff can first be trained on proper egress of staff and visitors, then have their training tested in a real time way.....This might also include something for the children. Teresa will schedule this part.

**Minor Memorial Library  
Art Committee Report  
March, 2016**

Minor Memorial Library  
Mar. 14, 2016 Board Meeting  
ART COMMITTEE REPORT

The art exhibit now up opened on Saturday. Feb. 27th with photography by Colin Harrison from Brookfield. The show will run through April 9<sup>th</sup>.

Three unframed photos sold at the opening.

Mari Frohne

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Friends of the Roxbury Library  
Call to Agenda  
March 2016

To: Minor Memorial Board of Trustees

Friends have elected Amy Yarbrough as a new member in February.

Book sorting for the book sale in June (3,4,5) begins the first week of April. We will use the main room to accept and receive books that are donated.

Also, there are many books at the Minor that have to be transported to the Hodge.

We have a new caterer for this year's preview part.

Any ideas of how to increase attendance at the preview party will be greatly appreciated.

The next meeting of the Friends will be on March 28 at 5:30.

Arlene Kershner

## FUNDRAISING REPORT

As of March 10, 2016

For March 14, 2016 Meeting

### PREVIOUS ANNUAL FUND DRIVE TOTALS

2002-2003: \$22,595

2003-2004: \$23,675

2004-2005: \$23,880

2005-2006: \$32,404

2006-2007: \$31,080

2007-2008: \$31,745

2008-2009: \$28,565 (including \$5755 in estate gifts)

2009-2010: \$24,780 + estate gifts of \$21,854

2010-2011: \$27,200 + estate gifts of \$20,000

2011-2012: \$32,902 + estate gifts of \$30,000

2012- 2013 \$29,250 + estate gifts of \$ 6316

2013-2014 \$32,222 + estate gifts of \$80,939

2014 -2015 \$34,310 + \$10,094 of Stock for general funds from Diebold

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**THIS YEAR'S ANNUAL GOAL FROM FUND DRIVE MAILER = \$29,000**

#### Donations:

Before AFD: \$225

10/8 + 11/4 \$2380

11/9 + 11/10 \$3150

11/13 \$1260

11/19 \$1850

11/25 \$1510

11/30 \$ 645

12/7 \$ 410

12/17 \$ 500

12/22 \$4625

12/28 \$1525

12/30 \$1100

12/31 \$ 875

1 /4 \$ 525

1/7 \$ 500

Online 10/6 - 12/31 \$2700

1/15 \$ 900

2/1 \$ 25

3/10 \$9125 (includes \$3000 T. Beard Estate and \$5500 in honor of G and A Carter)

*Total to date = \$33,830*

Program Committee Meeting  
Monday, March 7, 2016

Present: George Feifer, Kerri Arsenault, Cindee Hopkins, Sarah Griswold, Teresa Roxburgh

New Business: The committee voted to accept Georgette Miller as an additional member. Georgette isn't able to make Monday meetings. We will find a different day for future meetings.

Recap:

- The Shakespeare program was sensational.
- The Oscar-nominated movie screenings have been successful.

Coming UP:

- Doug Winkle would like to do something about Charlie Chaplin. Also Dante's Inferno for the Halloween Season, with Georgette and Kerri.
- Seed Library and Seed Saving Basics – Publicity will go out this week.
- April 10 Song Bird Documentary screening- Will send publicity to Audubon chapters, Land Trusts, New York Times & larger venues. Will also look for someone to lead a discussion about solutions or remedies to the problem of songbird decline.
- Kerri would like to have her workshop attendees do a public reading of the pieces they've been working on – April 2 or 3 is best; she will check with her attendees to see which date works best for them.
- June 3 – 5 – Booksale Weekend
- June 24 – Ann Leary Author Talk
- June 25 – Walk
- Summer Programs: “Exercise your Mind” – grant submitted – very busy six weeks planned
- August 28 – McCann Concert
- October 21 – Proposed for Dante's Inferno program – Kerri will check with Doug

Potential Programs:

- None of the cultural people got back to Sarah, but now that she's back she will pursue. The opera program on a weekend could be a great way to catch weekenders.
- Suggest seasonal plant programs. Summer program – July perhaps, then September or early October.
- Kerri is planning an Antiques Appraisal program to benefit the Roxbury Museum, Hodge, and Gunn Memorial – to help them purchase collection supplies. Possible date is May 7, during the town-wide yard sale. The Minor will help with PR for the event.

- Great Books/Great Movies program – Outdoor screening of movie adaptations of great books.
  - George Feifer is willing to ask people to help foot the \$5,000 cost of producing a series. He needs a list of about 20 people to approach.
  - Teresa suggested it might make more sense to purchase the equipment with the Recreation Commission – she will price equipment and follow up. The library needs better projector and speakers anyway.
  - Time frame for screenings mid August into September - Summer reading program too full for additional programs.
  - Each Screening could be introduced by a 7 minute max presenter – someone with some expertise in the subject area
  - Some discussion of what constitutes a great book: Hope it is broader than the western, white male canon.
  - Each committee member is requested to send Teresa their candidates for great books; she will research movie adaptations (unless program committee members already have a recommendation)
  - Need to create a concrete proposal – including titles & presenters & costs to solicit funds

Respectfully Submitted,

Sarah Griswold



**ROXBURY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
April 11, 2016  
MINUTES**

**CALL TO ORDER:**

Cynthia Newby, Chairwoman, called the meeting to order at 5:00 P. M.  
Board of Trustees Present: Cynthia Newby, Joan Stracks, Alan Johnson, Kerri Arsenault, Pam Southworth, George Feifer, Mari Frohne, Mark Cohagen and Meg Mongin  
Library Director: Teresa Roxburgh  
Friends of Library: Arlene Kershner  
Others Present: Joe Pucci

A motion was made to move to the top of the agenda 2015 Financial Performance Report by J. Pucci, S. Bernstein. Motion by Mari Frohne, seconded by Kerri Arsenault and carried unanimously.

**Other Business**

2015 Financial Performance Report

J. Pucci, S. Bernstein

Joe Pucci came forward to distribute and review a Bernstein report dated 4/11/16. He noted that it has been a difficult year. He reviewed the allocation of the Library's total assets of \$962,168. The Minor Memorial Library is at \$596,280 and Hodge is at \$365,888. Bernstein is expecting a 4% yearly return over the next five years. He advised that a draw by the Library over 4% may result in an erosion of capital.

Mr. Pucci reviewed the history of advice given by Bernstein and its results over the past 10 years. He agreed to forward the listing of stocks to Pam Southworth to share with the Board.

**Approval of Minutes**

C. Newby

March 14, 2016

A motion was made to approve the minutes of the March 14, 2016 meeting. Motion by Mari Frohne, seconded by Joan Stracks and carried unanimously.

**Consent Agenda Reports for March 2016**

Treasurer's Report	P. Southworth
Director's Report	T. Roxburgh
Building & Grounds Committee	P. Southworth/A. Johnson
Art Report	M. Frohne
Friends Report	A. Kershner
Fundraising: Annual Fund Drive Report	C. Newby
Fundraising: Grant Sub-C	T. Roxburgh

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

**Regular Oral Reports**

Hodge Committee M. Frohne/K. Arsenault

Mari Frohne reported on the decisions made tonight at the Hodge Committee meeting.

Programming/Publicity committee T. Roxburgh

The grant for the Summer Program was received. The race date is scheduled for June 25th. The park is booked for that day; therefore, a performer, bounce house and refreshments will be at the Library.

Postcard Mailing for Emails T. Roxburgh

A copy of the draft postcard for was distributed for the Board's review. The Board liked the draft and Director Roxburgh agreed to publish with possible small adjustments.

Campus Inventory Sub-C M. Mongin/J. Stracks

A memo regarding the complete inventory of the campus was distributed. Campus items have been photographed and saved to the software program as a permanent record of what has been donated. It was suggested that species identification may want to be added. Joan Stracks reported that there are many opportunities for further donating. Cynthia Newby suggested having a listing available to the public in the Library of what has been donated. Mari Frohne offered to have a drone take an aerial photo which can be used to identify potential donation opportunities.

**Action Agenda**

Revised Personnel Policy

T. Roxburgh/K. Arsenault, P. Southworth, J. Stracks

The group reviewed the revised Personnel Policy. Additional information is being researched. The Policy will be further revised and distributed for the next meeting. Director Roxburgh would like to review the draft with the staff prior to the adoption of this Policy.

**Strategic Discussion**

The advisory council has been developed and will meeting April 26th and once again when the plan is complete.

Demographic scan

M. Cohagen/G. Feifer

Will be distributed for review.

Draft Mission Statement

T. Roxburgh

Will be distributed for review.

Library Services Statement

T. Roxburgh

Will be distributed for review.

Survey; Focus Groups

C. Newby

Cynthia Newby will forward to the Board the survey information sent by the consultant along with the information provided by Pam Southworth. The plan is to review the survey, come up with a focus group plan and implement it over the summer.

**Other Business:**

- Director Roxburgh reported that fiber optic cable to the Library will greatly increase Internet speed. A consortium of Libraries have been developed which should result in no charge for fiber optics line. The Board agreed that this would be a great benefit to the Library especially at drawing the younger population.
- Cynthia Newby suggested having information regarding Shepaug sports and activities available at the Library.
- Pam Southworth reported that she and Cynthia Newby will be meeting with the BoF tomorrow to appeal the cuts to the Library's proposed budget.
- George Feifer would like to discuss publicity of the Library at a later date.

**Adjournment**

C. Newby

A motion was made to adjourn at 6:40 P.M. by Meg Mongin, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,

**Tai Kern**

Tai Kern, Secretary

# TREASURER'S REPORT

Meeting: April 11, 2016

Statement as of March 31, 2016

## **HODGE**

Hodge Checking Account	-\$127
Hodge Savings/Endowment (S. Bernstein Account)	\$370,206
<b>TOTAL</b>	<b>\$370,079</b>

## **MINOR**

*Minor Checking Account	\$14,548
Minor Savings/Endowment (S. Bernstein Account)	\$602,074
<b>TOTAL</b>	<b>\$616,622</b>

**TOTAL BERNSTEIN SAVINGS/ENDOWMENT** **\$972,280**

**LIBRARY GRAND TOTAL** **\$986,701**

\*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  
March, 2016**

**Collection:**

- Our collection count has held just about steady thanks in part to some more weeding.
- I did a small section of weeding in the Diebold Room which houses most of our books on art and film.
- We added a new aspect to our collection this month with our Seed Lending Library. The seeds are being held in the old children's card catalog. We received a *huge* donation of seeds from Comstock Ferre in Wethersfield and still have many, many more seeds that need to be processed and put out for circulation. This has been a more involved process than I had anticipated so it is taking me some time to get them all ready.

**Collection as of Apr. 1, 2016**

Adult fiction	11,107
Adult non-fiction	12,104
Reference	867
Junior fiction	7,240
Junior Non-fiction	4,594
Video/DVD	3,525
Audio books	1,155
Music CDs	1,120
Equipment	1
Museum Passes	<u>13</u>
TOTAL	41,726

**Personnel/Volunteers:**

- Betty was away for the month of March. The majority of her shifts were covered by Muffy, Roxane, and Joan.
- Our volunteers have been a huge help this month. Special thanks to Maureen for finishing up some much needed shelf reading in the Fiction and Biography sections.
- Connie and Brooke spent quite a bit of time helping Paula with this month's Mad Scientist's Club program. Thank You!

**Meetings/Workshops:**

- On the 8<sup>th</sup> I attended the New Director's Roundtable in Mystic. These meetings have been extremely helpful for me in getting to know fellow library directors and gathering a better understanding of how libraries around the state operate and deal with various challenges.
- On the 10<sup>th</sup> Cynthia and I met with Brenda McKinley at the Newtown Library to talk with her about their strategic planning process. We were able to get a tour of their library and steal a few ideas that we could possibly use here in Roxbury.
- On the 22<sup>nd</sup> I attended a CSL workshop on the process of innovation. The speaker has done work with several large companies and public libraries (such as the Westport Library) and specializes in fostering environments where new ideas can take shape to transform institutions. The CSL is hoping to have her lead more in-depth workshops for library staff and boards.

**Bibliomation/Automation/Tech:**

- The rumor is that possible budget cuts will mean the elimination of free internet provided by CEN (who provides the connection for our desktop computers).

- I have begun the process of seeking federal and grant funding to get our library connected to fiber. This is part of a consortium of CT libraries who are not yet fiber wired. Hopefully I will have more news soon.
- The changeover with C-CAR (now DeliverIT CT) has caused a few issues. In order to get rid of a backlog, we were not sending items out during the last week of march. This has caused minor problems with people getting their requests on time. The issues is supposedly resolved at this point but we still do not have a regular delivery schedule.

#### Adult Services and Programming:

- We had yet another busy month of programming. We had two weeks of Oscar screenings all of which were very successful. I plan on hosting monthly screenings down the line. Veyla Jancz-Urban and her daughter Ehris gave a wonderful program on Spring Tonic. I think we all feel much healthier for it. And our main program of the month was the kick-off of our seed lending library on March 20<sup>th</sup>. Lawrence Davis-Hollander gave a wonderful talk on seed saving techniques which I hope some of seed library participants found useful.

#### Children's Services:

- Paula had several programs this month. She hosted 5 lapsits for toddlers and their parents, 2 storytimes for the preschoolers, a bookbugs club for K and 1<sup>st</sup>, and a Page Turners program with 2<sup>nd</sup> and 3<sup>rd</sup> graders.
- Paula's most popular program lately has been the very well attended Mad Scientist's Club which this month brought in over 50 people. We have gotten excellent feedback on these programs and hope to continue them next school year (there are two more scheduled for this year, April and May).

#### Building and Grounds

- Our furnace was fixed again. There was a valve issue that was keeping the heat running at all times as well as a wonky timer, probably thrown out of whack during one of our power outages.

#### Hodge

- Many thanks to Kerri for continuing to help clean out at the Hodge.
- We have handed over the building to the Friends to prepare for their book sale. To make more space for them we worked on moving some books to the empty shelves in the conference room area.

#### Statistics:

##### February, 2016

<b>Total Circulation</b>	<b>1113</b>
<b>Reference Questions</b>	<b>217</b>
<b>Visitors</b>	<b>1055</b>
<b>ILL Borrowed</b>	<b>139</b>
<b>ILL Lent</b>	<b>172</b>
<b>Volunteer Hours</b>	<b>24</b>
<b>Internet Use</b>	<b>35</b>

**Programs: Adult – 11 programs, 291 people  
Junior – 7 programs, 108 people**

##### March, 2016

<b>Total Circulation</b>	<b>1216</b>
<b>Reference Questions</b>	<b>342</b>
<b>Visitors</b>	<b>1034</b>
<b>ILL Borrowed</b>	<b>115</b>
<b>ILL Lent</b>	<b>189</b>
<b>Volunteer Hours</b>	<b>30</b>
<b>Internet Use</b>	<b>77</b>

**Programs: Adult –8 programs, 111 people  
Junior – 10 programs, 123 people**

**Minor Memorial Library  
Art Committee Report  
April, 2016**

Minor Memorial Library  
April 11, 2016 Board Meeting  
ART COMMITTEE REPORT

The art exhibit now up opened on Saturday. Feb. 27th with photography by Colin Harrison from Brookfield. The show will run through April 9<sup>th</sup>.

So far , we only have \$200 in sales for 8 small \$25. photos.

The next show opens Saturday, April 16 and features the work of glass artist Tim Hochstetter. The show will run through May 28<sup>th</sup>.

Mari Frohne

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## FUNDRAISING REPORT

As of April 7, 2016

For April 11, 2016 Meeting

### PREVIOUS ANNUAL FUND DRIVE TOTALS

2002-2003: \$22,595

2003-2004: \$23,675

2004-2005: \$23,880

2005-2006: \$32,404

2006-2007: \$31,080

2007-2008: \$31,745

2008-2009: \$28,565 (including \$5755 in estate gifts)

2009-2010: \$24,780 + estate gifts of \$21,854

2010-2011: \$27,200 + estate gifts of \$20,000

2011-2012: \$32,902 + estate gifts of \$30,000

2012- 2013 \$29,250 + estate gifts of \$ 6316

2013-2014 \$32,222 + estate gifts of \$80,939

2014 -2015 \$34,310 + \$10,094 of Stock for general funds from Diebold

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**THIS YEAR'S ANNUAL GOAL FROM FUND DRIVE MAILER = \$29,000**

#### **Donations:**

**Before AFD: \$225**

10/8 + 11/4 \$2380

11/9 + 11/10 \$3150

11/13 \$1260

11/19 \$1850

11/25 \$1510

11/30 \$ 645

12/7 \$ 410

12/17 \$ 500

12/22 \$4625

12/28 \$1525

12/30 \$1100

12/31 \$ 875

1 /4 \$ 525

1/7 \$ 500

Online 10/6 - 12/31 \$2700

1/15 \$ 900

2/1 \$ 25

3/10 \$9125 (includes \$3000 T. Beard Estate and \$5500 in honor of G and A Carter)

4/07 \$825

*Total to date = \$34,655*

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## **Hodge Library Minutes Monday, April 11, 2016**

### **CALL TO ORDER:**

Mari Frohne, Chairwoman, called the meeting to order at 4:37 P. M.

Members Present: Cynthia Newby, Alan Johnson, Kerri Arsenault, Joan Stracks and Mari Frohne.

Others Present: Pam Southworth

Library Director: Teresa Roxburgh

### **Business**

- 1) Decide if we should go forward with repair of damage to window mullions or put on hold for now:

Mari Frohne noted that there are photos in front of the windows where the mullions cannot be seen at this time. Director Roxburgh reported that there are a few windows broken; therefore, this may be better as part of a larger project. The Board agreed to table project for now.

- 2) There is an area of gutter that needs to be fixed or replaced near the back door:

The Board agreed that Drew Wood will work with Alan Johnson on getting this project completed.

(Joan Stracks was seated at 4:45 p.m.)

- 3) Interior painting to begin in July after book sale:

Patrick Roy, Jim Lowe and Kerri Arsenault have volunteered to do this. The Board agreed that they should be able to complete this project with the existing volunteers; however, will take help from others if available.

- 4) AC unit in attic needs to be removed:

It was noted that there is a dehumidifier at the Hodge. The members discussed whether the storage of delicate items required air conditioning. Director Roxburgh advised that what is needed is a system for the entire building. Kerri Arsenault agreed to lend the Library an air conditioning wall unit until a larger system can be further considered. Drew Wood will remove the old AC unit and have it disposed of.

- 5) Some pruning was done and mulch was laid:

It was reported that the Town did their yearly clean up for which the Hodge is never billed. The members agreed to wait another year to determine if more plants or trees are needed.

- 6) Status of Hodge Logo and website:

Director Roxburgh will follow-up. She is working to get a good image of the Hodge.

- 7) Status of plans for upstairs museum area:

Kerri Arsenault reported that she and Mark Cohagen have been working on sorting items and came across an inventory of items that had been done and will be very helpful.

- 8) Archivist:

The Archivist was suppose to visit Hodge, but the State Historical Records Advisory Board has yet to hire someone for this position. Director Roxburgh notified them that the members would like the Archivist to visit Hodge once hired.

- 9) Fundraising Ideas/ Future Events/ Friends Book Sale:

Kerri Arsenault is working on planning an Antiques Road Show featuring Bernie McManus at Town Hall with the proceeds going to the Gunn and Hodge. The members agreed that this is a good idea bringing both patrons of the Gunn and Hodge together. She will work on scheduling this event for September.

Kerri Arsenault also suggested including the Hodge on the map for the Recreation Tag Sale to allow people to sell from the Hodge's location and tables with proceeds going to benefit the Hodge. Joan Stracks suggested that the Hodge do something different to raise funds as not to interfere with the the Recreation Commission's fund raiser. It was agreed the group would consider putting out books and library stuff to sell at the tag sale.

- 10) Building Usage and Rules - tabled

- 11) Other Business:

- The members agreed that they would ask the Town to pay for the electricity cost for the Christmas Tree as it exceeded \$100 this year.



- The exterior paint job is nearly complete, pending a redo of the shutters in a color that matches the building trim.

**Adjournment**

A motion was made to adjourn at 5:05 P.M. by Cynthia Newby, seconded by Joan Stracks and carried unanimously.

Respectfully submitted,

***Tai Kern***

Tai Kern, Secretary

**ROXBURY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
May 9, 2016  
MINUTES**

**CALL TO ORDER:**

Cynthia Newby, Chairwoman, called the meeting to order at 5:00 P. M.  
Board of Trustees Present: Cynthia Newby, Joan Stracks, Alan Johnson, Kerri Arsenault, Pam Southworth, George Feifer, Mari Frohne, Mark Cohagen and Meg Mongin  
Library Director: Teresa Roxburgh  
Friends of Library: Arlene Kershner  
Others present: Valerie Cooper

**Other Business**

Town-sponsored mental health training T. Roxburgh  
Valerie Cooper was introduced to the Board and reported that she will be doing mental health training in Roxbury. She explained that her company received a substantial grant from the Federal Government to run this program. This eight hour training session will teach participants about mental health crisis. She reviewed the need for this type of training. The first training session is jointly hosted at Town Hall 5:30-9:30 on May 12th and May 19th.

**Approval of Minutes**

C. Newby

April 11, 2016

A motion was made to approve the minutes of the April 11, 2016 meeting. Motion by Meg Mongin, seconded by Pam Southworth and carried unanimously.

**Consent Agenda Reports for May 2016**

Treasurer's Report	P. Southworth
Director's Report	T. Roxburgh
Building & Grounds Committee	P. Southworth/A. Johnson
Art Report	M. Frohne
Friends Report	A. Kershner
Fundraising: Annual Fund Drive Report	C. Newby

The reports included on the consent agenda were distributed via e-mail. (see attached) It was noted that Alan Johnson will be leading the B&G Committee going forward. Also, it was reported that the Library received a generous gift from the Diebold Foundation. The schedule for the Art Committee has been included in the Art Report.

**Regular Oral Reports**

Programming/Publicity committee T. Roxburgh

Director Roxburgh has been considering publicity and working to form relationships with local reporters. The Strategic Plan was commented about in three local newspapers. A welcome packet or a meet and greet for new members of the community was discussed.

Board of Finance Meeting April 12, 2016 P. Southworth  
(with 1992 BOF minutes)

Pam Southworth and Cynthia Newby explained that upon their request for reconsideration the requested funds removed from the proposed Library budget were put back into the budget by the Board of Finance. Cynthia Newby reported that it was agreed by the BoF that there is a financial obligation by the Town to support the Library. Chair Newby requested that the referenced memo from the 1992 minutes was included as part of these minutes. (see page 3)

**Action Agenda**

Budget for Fiber optic internet access

T. Roxburgh

Director Roxburgh found that the cost of Internet access through cable is less expensive than the fiber optics for the same speed Internet. She submitted a request to verify these numbers. The Library can apply for Federal Funding; however, this requires the filtering of the computers which is contrary to the American Library Association recommendations. The online application for the fiber optic grant must be submitted by the end of the month. It was agreed that more research should be done regarding the conflicting information.

A motion was made to authorize Director Roxburgh to continue investigating fiber optic Internet access and move forward with the grant application as appropriate as the Board understands that moving forward with technology is a priority. Motion by Cynthia Newby, seconded by Mari Frohne and carried unanimously.

### **Strategic Discussion**

#### **Demographic scan**

**M. Cohagen/G. Feifer**

The scan was reviewed by the Board. It was noted that the amount of homeschooled or privately schooled children is not available. The Board agreed that this report was very informative and succinct.

#### **Draft Mission Statement**

**T. Roxburgh**

George Feifer submitted his suggestions for the simplification of this statement. It was suggested that note of the Library's collections should be included in this Statement.

#### **Library Services Statement**

**T. Roxburgh**

The Board noted that they found the hours of the neighboring libraries interesting. One of the queries to the community will be which four days would the patrons like to see the Library open. It was agreed that some of the information included in this statement should be disseminated to the public as it may be found useful and informative to the public. The Board agreed that physical attributes of the Library such as the art gallery and the garden should be included in this Statement.

#### **Advisory Council Results**

**C. Newby**

The group discussed the Advisory Council meeting results and noted that some of the hopes and wishes for Roxbury are not within the Library's ambit such as housing. It has been found that relevancy and attracting young people is common challenge of community organizations. Director Roxburgh explained that digital resources are key in attracting young people and making the Library relevant to those who may not be interested in coming out to the physical building.

#### **Survey; Focus Groups**

**C. Newby**

A drafted survey is expected to be available before the next Board meeting. A weekender focus group will be held September 17th.

Chair Newby asked that Board members sign-up to assist with the various focus groups:

- It was reported that Linda Wahlers showed an interest in holding a senior focus group at the Senior Center. Cynthia Newby agreed to draft the survey topics for the seniors. It was suggested that each Board member should join a table at Soup's-on to guide a conversation.
- Paula Sapse and Teresa Roxburgh will draft the survey questions and work with the elementary school and PTO with regard to the focus groups.
- Teresa Roxburgh will draft the questions to the staff and Pam Southworth will lead that discussion.
- Teresa Roxburgh and Joan Temple will work to draft the questions to Shepaug Valley students and lead that focus group discussion.

The guidelines provided by Maxine Bleiweis will be followed during these interview processes.

#### **Schedule update**

Cynthia Newby distributed a timeline for the 3 year strategic plan. The group further discussed welcoming newcomers to town.

### **Adjournment**

**C. Newby**

A motion was made to adjourn at 6:40 P.M. by Meg Mongin, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,  
**Tai Kern**

**BOARD OF FINANCE**  
**TOWN OF ROXBURY**  
**ROXBURY, CONNECTICUT 06783**

Minutes of Meeting held September 9, 1992

The meeting was called to order at 8:00 PM

Present: Gary Adams  
Jim Conway  
Bill Trainor  
Jack Kurdock

Also present First Selectman Ed Went

Absent: Ken Allen  
Roger Walz

Minutes of the past meeting were read and Jim Conway motioned to accept with a second from Bill Trainor.

The building committee of the proposed Minor Memorial Library was present to review with the Board of Finance the cost of construction and funding of the proposed project.

Geddes Parsens reported to the board that Andrews Construction Co. was expected to be chosen to complete the project at a cost of \$1,117,000.00. Added to this figure is the cost of engineer, architect, and clerk of the works, which is a combined total of \$66,600.00. Also a contingency is figured in at \$60,000.00. Total funds requested to complete the project would be \$1,243,600.00. The Building Committee expects to have a \$5,000.00 surplus at the end of construction.

Ed Went reported that on the advice of Town Counsel, Gail McTaggart, a town meeting will be held September 17, 1992 to accept the Minor Memorial Library as the principal public library of the town of Roxbury.

Upon accepting the Minor Memorial Library as the towns principal library, the town also agrees to maintain and staff the new library

The completion of the new building is not expected until July of 1993. Therefore the town will see no change on 1992-93 budget. Although the 1993-94 budget will see an increase. The Library Board projected an annual budget of \$87,432.00. With the aid of private funding and an endowment, the projected cost of the town would be \$54,700.00 for 1993-94. With a motion from Jack Kurdock and a second from Bill Trainor, the Board of Finance gave their approval of the proposed project and recommended it to a town meeting. All members were in favor.

Tai Kern, Secretary

# TREASURER'S REPORT

Meeting: May 9, 2016

Statement as of April 29, 2016

## **HODGE**

Hodge Checking Account	-\$460
Hodge Savings/Endowment (S. Bernstein Account)	\$369,759
<b>TOTAL</b>	<b>\$369,299</b>

## **MINOR**

*Minor Checking Account	\$33,397
Minor Savings/Endowment (S. Bernstein Account)	\$602,762
<b>TOTAL</b>	<b>\$636,159</b>

**TOTAL BERNSTEIN SAVINGS/ENDOWMENT** **\$972,521**

**LIBRARY GRAND TOTAL** **\$1,005,458**

\*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  
April, 2016**

**Collection:**

- Due to budget cuts and the consolidating of two Connecticut State Library service centers, we have inherited several new (to us) audiobooks. Thanks to the new additions, our audiobook collection has gotten quite a big boost.

**Collection as of Apr. 1, 2016**

Adult fiction	11,113
Adult non-fiction	12,144
Reference	881
Junior fiction	7,279
Junior Non-fiction	4,616
Video/DVD	3,547
Audio books	1,173
Music CDs	1,125
Equipment	1
Museum Passes	<u>13</u>
TOTAL	41,912

**Personnel/Volunteers:**

- We had a full staff this month. Silky's schedule will be changing starting in May. She will be working early Thursday afternoons rather than Friday mornings.
- We have a new volunteer coming in on Thursday afternoons. JJ Einbinder will be helping with shelving books.

**Meetings/Workshops:**

- On the 7<sup>th</sup> I attended at Directors' Meeting in West Hartford, the topic was personnel.
- On the 11<sup>th</sup> Paula and I went to a Scholastic book sale. Our goal was to get a head start on purchasing summer reading program supplies and prizes. We were disappointed. We'll try again in June.
- On the 21<sup>st</sup> I attended the CLA Conference with Cynthia and Pam. We attended several excellent sessions on various topics such as Customer Service, the new Connecticut Digital Archive, and advertising your digital collections.
- On the 26<sup>th</sup> Betty attended the regional Circulation Meeting in Ridgefield. The main topic was the status of C-CAR (aka DeliverIT) and the lack of deliveries.
- Also on the 26<sup>th</sup> was our Strategic Planning Advisory Committee meeting which everyone has told me went very well (I thought it did too).

**Bibliomation/Automation/Tech:**

- DeliverIT CT continues to have slow service. We are only getting about two small deliveries a week so requests are taking quite a bit of time to get filled.
- After attending a session on CTDA at the CLA Conference I contacted Bibliomation regarding their CTDA account. We are now a pilot library for Bibliomation's page on the CTDA website. Sarah has started working on picking out items to digitize.
- We are moving forward with the fiber connection. It should result in a cost of about \$150/month but the speed will be around 500 - 1000x faster (really!) than the speed we have now on our desktop computers.

### Adult Services and Programming:

- In preparation for a very busy summer, we had a bit of a lighter load of programming this month.
  - 2<sup>nd</sup>: Kerri's writer's group held a reading. It was very well received and the content was exceptional. 20 people
  - 10<sup>th</sup>: The Messenger, documentary screening. The DVD has been added to our collection and is circulating well. 15 people
  - 16<sup>th</sup>: Tim Hochstetter art opening. We've gotten lots of positive feedback on this show. People are enjoying the squid sculpture out front. 180 people.
  - 23<sup>rd</sup>: Our annual Voices of Poetry event. 19 people.
  - Book Discussions on the 11<sup>th</sup> and 20<sup>th</sup>.

### Children's Services:

- Our second to last Mad Scientists' Club was held this month. The theme was force/air. The event was held outside. Although it was a smaller group (probably a result of spring break) everyone had a wonderful time. We continue to get excellent feedback on these programs.
- Paula has confirmed all of the performers for the year's Summer Reading Program. It is a slightly abbreviated program this year, but the performers' prices have gone up quite a bit.
- Paula held her usual schedule of Lapsits, Storytimes, and reading programs for the elementary kids.

### Building and Grounds

- No major issues to report here (knock on wood)

### Hodge

- As stated above, we are working on digitizing a few items for the CTDA. Once we have a system in place, we will start working on items from the Hodge.

### Statistics:

#### March, 2016

<b>Total Circulation</b>	<b>1216</b>
<b>Reference Questions</b>	<b>342</b>
<b>Visitors</b>	<b>1034</b>
<b>ILL Borrowed</b>	<b>115</b>
<b>ILL Lent</b>	<b>189</b>
<b>Volunteer Hours</b>	<b>30</b>
<b>Internet Use</b>	<b>77</b>

**Programs: Adult – 8 programs, 111 people**  
**Junior – 10 programs, 123 people**

#### March, 2016

<b>Total Circulation</b>	<b>1265</b>
<b>Reference Questions</b>	<b>284</b>
<b>Visitors</b>	<b>1688</b>
<b>ILL Borrowed</b>	<b>94</b>
<b>ILL Lent</b>	<b>225</b>
<b>Volunteer Hours</b>	<b>31</b>
<b>Internet Use</b>	<b>47</b>

**Programs: Adult –6 programs, 258 people**  
**Junior – 9 programs, 32 people**

## **May 2016 Minor Memorial Building & Grounds Report**

1. Mark Murray has been hired to remove all loose stucco from two back concrete walls surrounding the terrace, prep, and seal with a grey masonry finish. Total cost \$2,500 to \$3,000. To be completed by June 10 at the latest. Please note that only the walls against the terrace are being done. The other walls against the basement seem stable at this time.
2. I will investigate the Hodge light timer and prepare a complete report and inventory of all lighting at the Hodge.
3. I have started removing invasive vines and other plant material growing in the pine trees on the south side of the parking lot.



**Minor Memorial Library  
Art Committee Report  
May, 2016**

Minor Memorial Library  
May 9, 2016 Board Meeting  
ART COMMITTEE REPORT

The art exhibit now up opened on Saturday, April 16th with glass artist Tim Hochstetter. The show will run through June 1, 2016.

So far we have one sale for \$380, for which the library takes 20%.

On Sunday, June 5<sup>th</sup> there will be a special opening and one week exhibit to honor Shepaug's Drama Teacher, Doug Winkel's retirement. The show will feature photos from his 30+ years along with stills from productions, t-shirts, costumes, etc, from 60+ shows.

The next regular art show opens Saturday, June 16th and features the paintings of Roxbury artist, Jack Rosenberg. The show will run through Saturday, July 30<sup>th</sup>.

Mari Frohne

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Friends of the Roxbury Library  
Call to Agenda  
May 2016

To: Minor Memorial Board of Trustees

The final phase of our planning for the Book Sale (June 3,4,5) is occurring now.  
Sorting continues every Saturday 9-12 until the sale.  
The Book Mark is at the printer. (contains invitation to Book Sale)

The following jobs are in the process of completion.

Publicity: Local papers will be contacted.

Posters are being updated.

Signs will be placed around the town.

Catering: Executive Cuisine of New Milford has been hired.

Liquor License Application at the town hall.

Scheduling: Workers are being scheduled for book sale jobs.

Chinese Auction: Vendors are being solicited for the raffle.

Tents: Will be erected on Wednesday June 1. Anyone willing to help come to the Hodge  
at 5:00 on Wednesday.

Tables: Set up on Thursday the 2<sup>nd</sup> and then books will be put on tables with help of  
Franny Hodge's workers.

Port-a-Potty Delivered.

The next meeting of the Friends is May 23 at 5:30.

Arlene Kershner

## FUNDRAISING REPORT

As of May 9, 2016

For May 9, 2016 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

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10/8 + 11/4 \$2380

11/9 + 11/10 \$3150

11/13 \$1260

11/19 \$1850

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12/31 \$ 875

1 /4 \$ 525

1/7 \$ 500

Online 10/6 - 12/31 \$2700

1/15 \$ 900

2/1 \$ 25

3/10 \$9125 (includes \$3000 T. Beard Estate and \$5500 in honor of G and A Carter)

4/07 \$825

5/1 \$4000

*Total to date = \$38,655*

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**ROXBURY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
June 13, 2016  
MINUTES**

**CALL TO ORDER:**

Cynthia Newby, Chairwoman, called the meeting to order at 5:00 P. M.  
Board of Trustees Present: Cynthia Newby, Joan Stracks, Pam Southworth, George Feifer, Mari Frohne, Mark Cohagen, Alan Johnson and Meg Mongin  
Library Director: Teresa Roxburgh  
Friends of Library: Arlene Kershner

**Approval of Minutes**

C. Newby

May 9, 2016

A motion was made to approve the minutes of the May 9, 2016 meeting. Motion by Mari Frohne, seconded by Pam Southworth and carried unanimously.

**Consent Agenda Reports for May 2016**

Treasurer's Report	P. Southworth
Director's Report	T. Roxburgh
Building & Grounds Committee	no report
Art Report	M. Frohne
Friends Report	A. Kershner
Fundraising: Annual Fund Drive Report	C. Newby

The reports included on the consent agenda were distributed via e-mail. (see attached) The Hodge Library Lighting Survey dated 5/7/16 was distributed to the members. This will be discussed at the next Hodge Meeting.

**Regular Oral Reports**

Programming/Publicity committee T. Roxburgh

The Summer Reading Program kick-off is June 25th at 8:30 a.m. at the park with a walk/run and a juggler. They will begin meeting about fall programming in August. It was noted that front page coverage was given in the Spectrum regarding the CCF grant awarded to the Roxbury Public Library. The McCann Concert is scheduled for August 28, 2016.

Going forward, Director Roxburgh will summarize publicity releases sent to and published by local media in the monthly Director's report.

Fiberoptic Project Followup T. Roxburgh

Director Roxburgh has submitted all the information required for this grant and is just waiting to hear back.

**Action Agenda**

Review, approval of Personnel Policy T. Roxburgh

The group reviewed the revised policy. It was noted that this policy was revised with regard to overtime for nonexempt employees. It was clarified that the bereavement policy will coincide with the Town's policy for which personal days will be used.

Director Roxburgh reported that she has reviewed this new policy with the staff. Employee professionalism and the paid holiday policy were discussed. Early closings will be paid for time worked. Federally observed holidays will be compensated with a floating day off. Family medical leave of absence and jury duty was also added to the policy as well as an outline of progressive steps for discipline.

A motion was made to approve Personnel Policy as amended. Motion by Joan Stracks, seconded by Meg Mongin and carried unanimously.

**Other Business**

Alan Johnson reported that the back wall has been completed. He will address the billing to assure that it is submitted before the end of the fiscal year.

**Strategic Discussion**

Survey; Focus Groups Schedule update

C. Newby

It was agreed that summer is a difficult time for focus groups to meet. The Senior Center focus group is scheduled for July 27th at 12:30 p.m. Director Roxburgh suggested that the library pay for the Board to attend the lunch as a lot of the conversation will take place during the lunch that day.

The school related focus groups are scheduled to meet a couple weeks after school reconvenes. Pam Southworth will oversee the staff focus group and will arrange this further with Cynthia Newby next week. The weekender focus group will be contacted via mail. The focus groups are expected to be wrapped up by the end of September. The written survey will be completed for review at the July meeting with the goal of sending it out August 1st.

A proposal for a CCF computer grant is being put together. The Board will look to further fundraise for technology. Additional fundraising opportunities and approaches were discussed. A fall time kitchen tour was reported to be profitable; however, it takes a lot of volunteer hours to put it together. This will be further considered.

**Adjournment**

C. Newby

A motion was made to adjourn at 5:50 P.M. by Meg Mongin, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,  
**Tai Kern**  
Tai Kern, Secretary

**BOARD OF FINANCE**  
**TOWN OF ROXBURY**  
**ROXBURY, CONNECTICUT 06783**

Minutes of Meeting held September 9, 1992

The meeting was called to order at 8:00 PM

Present: Gary Adams  
Jim Conway  
Bill Trainor  
Jack Kurdock

Also present First Selectman Ed Went

Absent: Ken Allen  
Roger Walz

Minutes of the past meeting were read and Jim Conway motioned to accept with a second from Bill Trainor.

The building committee of the proposed Minor Memorial Library was present to review with the Board of Finance the cost of construction and funding of the proposed project.

Geddes Parsens reported to the board that Andrews Construction Co. was expected to be chosen to complete the project at a cost of \$1,117,000.00. Added to this figure is the cost of engineer, architect, and clerk of the works, which is a combined total of \$66,600.00. Also a contingency is figured in at \$60,000.00. Total funds requested to complete the project would be \$1,243,600.00. The Building Committee expects to have a \$5,000.00 surplus at the end of construction.

Ed Went reported that on the advice of Town Counsel, Gail McTaggart, a town meeting will be held September 17, 1992 to accept the Minor Memorial Library as the principal public library of the town of Roxbury.

Upon accepting the Minor Memorial Library as the towns principal library, the town also agrees to maintain and staff the new library

The completion of the new building is not expected until July of 1993. Therefore the town will see no change on 1992-93 budget. Although the 1993-94 budget will see an increase. The Library Board projected an annual budget of \$87,432.00. With the aid of private funding and an endowment, the projected cost of the town would be \$54,700.00 for 1993-94. With a motion from Jack Kurdock and a second from Bill Trainor, the Board of Finance gave their approval of the proposed project and recommended it to a town meeting. All members were in favor.

# TREASURER'S REPORT

Meeting: June 13, 2016

Statement as of May 31, 2016

## **HODGE**

Hodge Checking Account	\$1,292
Hodge Savings/Endowment (S. Bernstein Account)	<u>\$368,967</u>
<b>TOTAL</b>	<b>\$370,259</b>

## **MINOR**

*Minor Checking Account	\$23,388
Minor Savings/Endowment (S. Bernstein Account)	<u>\$603,655</u>
<b>TOTAL</b>	<b>\$627,043</b>

<b>TOTAL BERNSTEIN SAVINGS/ENDOWMENT</b>	<b>\$972,622</b>
------------------------------------------	------------------

<b>LIBRARY GRAND TOTAL</b>	<b>\$997,302</b>
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\*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  
May, 2016**

**Collection:**

No significant changes occurred in our collection this month. I will be working on a weeding plan for the summer.

**Collection as of Jun. 1, 2016**

Adult fiction	11,157
Adult non-fiction	12,154
Reference	881
Junior fiction	7,309
Junior Non-fiction	4,630
Video/DVD	3,561
Audio books	1,203
Music CDs	1,125
Equipment	1
Museum Passes	<u>13</u>
TOTAL	42,034

**Personnel/Volunteers:**

- Silky has begun working on Thursdays rather than Fridays. So far this change has worked out well.
- I have been reviewing our revised Personnel Policy with staff.
- 

**Meetings/Workshops:**

- I attended a Bibliomation meeting on May 9<sup>th</sup>. We reviewed their new strategic plan and discussed DeliverIT-CT issues as well as the ResearchIT-CT database that is long overdue.

**Bibliomation/Automation/Tech:**

- Starting in July or August I will begin serving on the Bibliomation Board.
- Gen came out from Bibliomation to install a new router. Our old one was causing a bottleneck in our wifi speeds. The new equipment was purchased from Bill Chin. Everything seems to be working *much* better now.
- I submitted our paperwork for a fiber connection. There are still a few more steps that I am waiting on.

**Adult Services and Programming:**

- This was a fairly slow month for programming as we have been concentrating on getting everything ready for the summer.
  - History of Opera program on the 14<sup>th</sup> had 23 attendees. It was well received and brought in people from several towns.
  - We had two book discussions (here at the library and at the senior center) as well as our monthly computer user's group.

**Children's Services:**

- Due to a family emergency, we had to cancel a few children's programs this month. They were made up in early June.
- Paula held her lapsits a storytimes this month. She also had a Page Turners program.



- The final Mad Scientists’ program was held at the end of the month and had 26 attendees.

**Building and Grounds**

- Kerri and Georgette planted the pots out front and they look lovely!
- Drew Wood installed a hose holder in the front.
- It looks like there has been work done to the back of the building where the stucco was falling off.
- Ray has switched us over from heat to air conditioning for the season.

**Hodge**

- The Hodge has been off limits this month due to preparations for the book sale. I stopped by a few days after the book sale and everything is looking tidy and in order. Thank you Friends!

**Statistics:**

**April, 2016**

<b>Total Circulation</b>	<b>1265</b>
<b>Reference Questions</b>	<b>284</b>
<b>Visitors</b>	<b>1688</b>
<b>ILL Borrowed</b>	<b>94</b>
<b>ILL Lent</b>	<b>225</b>
<b>Volunteer Hours</b>	<b>31</b>
<b>Internet Use</b>	<b>47</b>

**Programs: Adult – 6 programs, 258 people**

**Junior – 9 programs, 32 people**

**May, 2016**

<b>Total Circulation</b>	<b>987</b>
<b>Reference Questions</b>	<b>449</b>
<b>Visitors</b>	<b>1167</b>
<b>ILL Borrowed</b>	<b>90</b>
<b>ILL Lent</b>	<b>209</b>
<b>Volunteer Hours</b>	<b>32</b>
<b>Internet Use</b>	<b>65</b>

**Programs: Adult –4 programs, 47 people**

**Junior –8 programs, 53 people**

**Minor Memorial Library  
Art Committee Report  
June, 2016**

Minor Memorial Library  
June 13, 2016 Board Meeting  
ART COMMITTEE REPORT

The exhibit that opened on Saturday, April 16th with glass artist Tim Hochstetter. The show ran through June 1, 2016.

We had only one sale for \$380, for which the library took 20%.

The next exhibit was to celebrate Shepaug's Drama teacher, Doug Winkel and opened Sunday, June 5<sup>th</sup>. Paula Lazeski said it was standing room only with decades of alumni attending.

The next show opens Saturday, June 18th and features the paintings of Roxbury artist Jack Rosenberg. The show will run through Saturday, July 30<sup>th</sup>.

Mari Frohne

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Friends of the Roxbury Library  
Call to Agenda  
June 2016

To: Minor Memorial Board of Trustees

Thank you to the members of your board for the help at our book sale on  
June 3,4,5.

In particular we would like to thank Joan & Richard Stracks for their donations.  
The Chinese Auction (to be rename Chance Auction next year) had 33 donations.  
With the help of the library staff, the auction began in the Library. The extra exposure  
and time created extra income and interest.

The Hodge has been restored, and looks great once again.  
Many community members commented on the architecture and upkeep of the building.

The Friends have two new members.

Amy Yarbrough  
Nancy Fyfield

We continue to support the Summer Program, as well as other programs the staff wants to  
sponsor. We also provide refreshments for the art programs.

The next meeting of the Friends is June 27, 5:30 at the home of Diana DeVries.

Arlene Kershner

## Annual Fundraiser Report for June 13, 2016

A final report for the fundraising year is due in July.

This month, Joan Stracks and Cynthia Newby wrote to 60 former donors explaining that June is the last month for this year's contributors list. We hope some of these people will wish to send in donations before July 1.

*Cynthia*

**ROXBURY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
July 11, 2016  
MINUTES**

**CALL TO ORDER:**

Cynthia Newby, Chairwoman, called the meeting to order at 5:00 P. M.  
Board of Trustees Present: Cynthia Newby, Joan Stracks, Pam Southworth, George Feifer, Mari Frohne, Kerri Arsenault, Mark Cohagen, Alan Johnson and Jeff Bennett (not yet sworn in)  
Library Director: Teresa Roxburgh  
Friends of Library: Arlene Kershner

The Board welcomed new member Jeff Bennett who shared a little about his background with the group.

**Approval of Minutes**

June 13, 2016

C. Newby

A motion was made to approve the minutes of the June 13, 2016 meeting. Motion by Pam Southworth, seconded by George Feifer and carried unanimously.

**Consent Agenda Reports for June 2016**

Treasurer's Report	P. Southworth
Director's Report	T. Roxburgh
Art Report	M. Frohne
Friends Report	A. Kershner
Fundraising: Annual Fund Drive Report	C. Newby

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

Pam Southworth noted that a lot of great work has been done by many of the members which has brought the fundraising numbers above average this year.

**Regular Oral Reports**

Building & Grounds Committee: Hodge Lights A. Johnson

Alan Johnson reported that the lantern light has been replaced to LED and the Town Crew will use a tall ladder to replace the light above the door.

Landscape Maintenance C. Newby

Cynthia Newby has secured a copy of the contract the Town has with the landscaper that notes that all beds will be weeded weekly. They are looking into why this is not happening and will have this matter resolved.

Programming/Publicity Committee T. Roxburgh

Director Roxburgh noted that she added a publicity section within the Director's report. The reception for publicity in July has been a bit more difficult due to all that has been going on this month. A publicity meeting is scheduled for August to discuss the Fall and Winter Programming. She reported that they are considering having another Hodge series in the fall-time. The Board agreed to include programming on the September agenda.

Director Roxburgh reported that they have received positive responses to the postcard and calendar.

Plan for CCF Technology Grant T. Roxburgh

Director Roxburgh reported that this grant application is due October 1st. This can be used for an IT plan or actual IT work. She will be receiving guidance from an IT specialist who has been working with the Southbury Library.

**Action Agenda - None**

**Other Business**

Annual Fund Drive Planning C. Newby

The Fundraising Committee will meet soon to discuss how to go forward with the annual appeal. The Board agreed that Director Roxburgh should draft the letter this year. George Feifer suggested that the Library become more aggressive in their fundraising. The residents of Roxbury should know the costs of the Library's shift in becoming more of a community center and its need for funds.

Chair Newby reminded the Board that the Town does support a portion of the Library's budget. The Board of Finance has requested that they be kept informed of any needs that occur throughout the year. The Board agreed that it is a good idea to keep the Board of Finance and Board of Selectmen informed about the Library's financial status.

### **Strategic Discussion**

Survey: Review and Approval of Survey

C Newby

The draft online format using Survey Monkey was distributed and reviewed. Preferences to programming hours or seasons was a suggested addition to the survey. A question of Roxbury residency should be included as well as a list of all the social media accounts. Jeff Bennett felt that a question of whether the public wants programs should be considered and specific programming hours should be requested. Additionally, an opportunity to provide contact information for potential volunteers should be included.

Joan Stracks noted that she feels the survey is much too long to receive a good response in this town. It was agreed that the survey will be printed on both sides with an eye catching statement to capture attention. The members will further review this at home and suggest edits via e-mail. Chair Newby agreed that the survey may be redundant and with care it can be reduced. The goal will be to disperse the survey on 8/21 with return date of 9/17.

Focus Groups Schedule update

C. Newby

On Thursday, July 14th the Staff Focus Group meeting lead by Pam Southworth will be held. July 27th is the Senior Focus Group meeting held at 12:30 during lunch. The Board members will lead individual groups at each table. The Weekender Focus Group will be held Sunday, September 18th in the Library Community Center late morning.

Sunday, August 28 is the 23rd Annual McCann Concert. Volunteers were discussed.

### **Adjournment**

C. Newby

A motion was made to adjourn at 6:30 P.M. by George Feifer, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,  
**Tai Kern**  
Tai Kern, Secretary

# TREASURER'S REPORT

Meeting: July 11, 2016

Statement as of June 30, 2016

## **HODGE**

Hodge Checking Account	\$1,496
Hodge Savings/Endowment (S. Bernstein Account)	<u>\$368,192</u>
<b>TOTAL</b>	<b>\$369,688</b>

## **MINOR**

*Minor Checking Account	\$5,799
Minor Savings/Endowment (S. Bernstein Account)	<u>\$604,844</u>
<b>TOTAL</b>	<b>\$610,643</b>

**TOTAL BERNSTEIN SAVINGS/ENDOWMENT** **\$973,036**

**LIBRARY GRAND TOTAL** **\$980,331**

\*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  
June, 2016**

**Collection:**

No changes to the collection. I have been taking a poll of staff and patrons about the possibility of rearranging the DVD/VHS area again. Having them interfiled has been a little unpopular.

**Collection as of Jul. 1, 2016**

Adult fiction	11,190
Adult non-fiction	12,219
Reference	882
Junior fiction	7,353
Junior Non-fiction	4,637
Video/DVD	3,586
Audio books	1,203
Music CDs	1,127
Equipment	1
Museum Passes	<u>13</u>
TOTAL	42,211

**Personnel/Volunteers:**

- I went over the changes to the Personnel Policy with the staff.
- We have several teen volunteers helping Paula with the Summer Reading Program.

**Meetings/Workshops:**

- I attended a Bibliomation meeting on the 21<sup>st</sup> in Ellington. I'm now officially on the Board and will be meeting with them every month.

**Bibliomation/Automation/Tech:**

- Due to changes with the DeliverIT CT system, there have been some policy changes with how patrons can place holds. Everyone will now be limited to 5 holds at a time and no "new" items will circulate out of our library. Bibliomation is working with the Evergreen community to figure out a way to enact the new limits in our system.

**Adult Services and Programming:**

- Busy, busy month! Summer reading and "Exercise Your Mind" got started.
  - 4<sup>th</sup>: Doug Wilke Shepaug Dramatics exhibit opening – 156
  - 9<sup>th</sup>: Movie screening: Hail Caesar – 7
  - 11<sup>th</sup>: Meet the Authors: Amend, Schaer, Brill – 12
  - 15<sup>th</sup>: Senior Book Club – 12
  - 18<sup>th</sup> Jack Rosenberg Opening - 152
  - 20<sup>th</sup> Book Club – 9
  - 23<sup>rd</sup> Lori Monaco Brain Lecture – 14
  - 24<sup>th</sup> Meet the Author Ann Leary – 20
  - 25<sup>th</sup> SRP Kick-off with Roxbury Road Race and Harrison Kramer – 136! *This was a wonderful event. We got lots of excellent feedback from both the runners and the families.*
  - 30<sup>th</sup> Dick Sederquist Hiking & Depression – 7



- Marty Sagendorf was generous enough to provide the library with a really interesting display of antique physics apparatus.

#### Children's Services:

- A busy month of children's programming as well! Paula hosted weekly lapsits with 46 people all together.
- At the end of the month we started the Movies & Pizza series with a screening of The Sandlot (28 people)
- Paula and I gathered supplies for the summer reading program (special thanks to the Friends for providing the funds) and we were able to buy over \$2000 worth of prize books for under \$100 thanks to Paula's impressive box-packing skills.
- Paula visited Booth School to talk to the kids about the Summer Reading Program

#### Publicity:

A selection of papers that publicized our events:

- Republican American: Ann Leary, Dr. Lori Monaco, Summer Reading Program grant and events
- Voices: Ann Leary, Jack Rosenberg, Summer Reading Program
- New York Times: Meet the Authors – Brill, Amend and Schaer, Jack Rosenberg Opening

#### Building and Grounds

- No updates to report

#### Hodge

- A VERY big thank you to the Friends for leaving the Hodge in such nice order after the booksale.
- The dehumidifier was broken but *hopefully* we fixed it. It is running now.
- Alan has replaced most of the bulbs in the building with LEDs.

#### Statistics:

##### May, 2016

<b>Total Circulation</b>	<b>987</b>
<b>Reference Questions</b>	<b>449</b>
<b>Visitors</b>	<b>1167</b>
<b>ILL Borrowed</b>	<b>90</b>
<b>ILL Lent</b>	<b>209</b>
<b>Volunteer Hours</b>	<b>32</b>
<b>Internet Use</b>	<b>65</b>

**Programs: Adult – 4 programs, 47 people**  
**Junior – 8 programs, 53 people**

##### June, 2016

<b>Total Circulation</b>	<b>1314</b>
<b>Reference Questions</b>	<b>448</b>
<b>Visitors</b>	<b>3750!</b>
<b>ILL Borrowed</b>	<b>54</b>
<b>ILL Lent</b>	<b>245</b>
<b>Volunteer Hours</b>	<b>38</b>
<b>Internet Use</b>	<b>69</b>

**Programs: Adult –10 programs, 525 people**  
**Junior –7 programs, 227 people**

**Minor Memorial Library  
Art Committee Report  
July, 2016**

Minor Memorial Library  
July 11, 2016 Board Meeting  
ART COMMITTEE REPORT

The exhibit that opened on Saturday, June 18th with artist Jack Rosenberg's paintings was well attended with about 100 people there. There is a "hold" on the two "Geisha" paintings until the client decides which one he wants.

The next show opens Saturday, August 6th and features the photography of Jay Kaplan. This show will run until Sept. 19<sup>th</sup>.

Mari Frohne

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Friends of the Roxbury Library  
Call to Agenda  
July 2016

To: Minor Memorial Board of Trustees

Our book sale profit was approximately \$7400. The date of the Book Sale will be the first weekend of June.

Friends have agreed to help Teresa with the December Holiday Book Sale at the Hodge.

Friends have agreed to purchase books of any author presenting programs at the Library.

The next meeting of the Friends is August 22 at 5:30.

Arlene Kershner

## **FINAL FUNDRAISING REPORT**

**Fy 2016**

**For July 11, 2016 Meeting**

### **PREVIOUS ANNUAL FUND DRIVE TOTALS**

**2002-2003: \$22,595**

**2003-2004: \$23,675**

**2004-2005: \$23,880**

**2005-2006: \$32,404**

**2006-2007: \$31,080**

**2007-2008: \$31,745**

**2008-2009: \$28,565 (including \$5755 in estate gifts)**

**2009-2010: \$24,780 + estate gifts of \$21,854**

**2010-2011: \$27,200 + estate gifts of \$20,000**

**2011-2012: \$32,902 + estate gifts of \$30,000**

**2012- 2013 \$29,250 + estate gifts of \$ 6316**

**2013-2014 \$32,222 + estate gifts of \$80,939**

**2014 -2015 \$34,310 + \$10,094 of Stock for general funds from Diebold**

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**THIS YEAR'S ANNUAL GOAL FROM FUND DRIVE MAILER = \$29,000**

**Before AFD: \$225**

**10/8 + 11/4 \$2380**

**11/9 + 11/10 \$3150**

**11/13 \$1260**

**11/19 \$1850**

**11/25 \$1510**

**11/30 \$ 645**

**12/7 \$ 410**

**12/17 \$ 500**

**12/22 \$4625**

**12/28 \$1525**

**12/30 \$1100**

**12/31 \$ 875**

**1 /4 \$ 525**

**1/7 \$ 500**

**Online 10/6 - 12/31 \$2700**

**1/15 \$ 900**

**2/1 \$ 25**

**3/10 \$9125 (includes \$3000 Beard Estate and \$5500 in honor of G &A Carter)**

**4/07 \$825**

**5/1 \$4000**

**7/11 \$955**

***Total to date = \$39, 610***

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**ROXBURY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
September 12, 2016  
MINUTES**

**CALL TO ORDER:**

Cynthia Newby, Chairwoman, called the meeting to order at 5:00 P. M.  
Board of Trustees Present: Cynthia Newby, Joan Stracks, Pam Southworth, George Feifer, Mari Frohne, Kerri Arsenault, Mark Cohagen, Alan Johnson  
Library Director: Teresa Roxburgh  
Friends of Library: Arlene Kershner  
Others present: Paula Lazeski

**Approval of Minutes**

C. Newby

July 11, 2016

A motion was made to approve the minutes of the July 11, 2016 meeting. Motion by Cohagen, seconded by Southworth and carried unanimously.

**Consent Agenda Reports for July / August 2016**

Treasurer's Report	P. Southworth
Director's Report	T. Roxburgh
Art Report	M. Frohne
Friends Report	A. Kershner
Fundraising: Annual Fund Drive Report	C. Newby

The reports included on the consent agenda were distributed via e-mail. (see attached) The group discussed the Library's new membership to [lynda.com](http://lynda.com).

**Regular Oral Reports**

Building & Grounds

A. Johnson

Johnson reported on his research regarding what is involved in getting a dehumidifier for the Hodge. Director Roxburgh reviewed what she learned at a class regarding pests that may destroy the collections at the Hodge. She will draft a collection policy once the archivist meets with her.

Chair Newby reported that the Board of Finance will not pay for tree or hedge cutting; however, the Town will pay for the weeding of perimeter stones. She will continue to work on what should be included within the landscaping contract.

A toe catch was found at the entry between the fieldstone and pavement. A paint strip is proposed to notate the area for caution.

Programming/Publicity committee

T. Roxburgh

Director Roxburgh has agreed to edit the monthly newsletter shared with Recreation in exchange for getting a page in for the Library. She has also signed up for Eventbrite to share programming information.

Art Shows

P. Lazeski

Paula Lazeski reported on the schedule of shows. She noted that there are no shortage of artists. She described the process of art selection and the difficulties in coordinating group shows. The Board agreed that this program is not only a fundraiser, but also great outreach. She feels that more work would sell if credit card payments were accepted. The library has previously determined that it cannot accept card payments on behalf of the artist due to tax implications. Director Roxburgh explained it is easy for the artist to accept them.

Feifer has arranged for Rebecca Miller to speak and screen her latest movie, Maggie's Plan, at the Library on November 5th.

Director Roxburgh will make all the arrangements. The Board agreed that the program should be free, but require registration.

**Action Agenda**

Hodge Artifacts

Arsenault reported that a portfolio of wedding photos was found at the Hodge. There is someone interested in purchasing these photos. She has found no indication of historical significance to Roxbury for these photos. Also, she would like to begin researching the value of the Shakespeare portfolio. Director Roxburgh is not opposed to estimating value; however, she feels the Library should hold off on selling anything until the collection policy is developed.

A motion was made to move forward with pursuing the estimated value of the wedding photos and Shakespeare portfolio by Cohagen, seconded by Frohne and carried unanimously.

**Other Business**

Wine Donations, Koepfel and Kaplan

Several cases of wine has been generously donated to the Library by Koepell and Kaplan.

**Strategic Discussion**

Fundraising

Annual Fund Drive Report Update

C. Newby

Personal outreach to those who did not donate this year created an additional \$1,100 in donations. The Board agreed that each member will try to take on outreach to those on the list they may know.

Plan for Sharon Danosky presentation: Dec 12 or Feb 13

C. Newby

Chair Newby attended a presentation by Danosky who agreed to present a customized version of this workshop for the cost of \$800. Arsenault noted that this seemed costly while other members felt the cost will be recovered in increased fundraising. The Board agreed that this should be scheduled for February.

A motion was made to schedule a presentation by Sharon Danosky for the cost of \$800 for February by Frohne, seconded Southworth and carried 7-1. Arsenault opposed.

Description of Salisbury CT Kitchen Tour- tabled

Judy Gafney, Guest

Strategic Plan

Survey Results to Date

T. Roxburgh

Director Roxburgh reported that 115 responses have been received. She reviewed the results of what has been received to date.

Weekender Focus Group update

C. Newby

60 invitations were sent out 120 weekenders and only three people are coming.

Elementary and high school Focus Groups plans

T. Roxburgh

Director Roxburgh reported that elementary school focus group went well. The high school focus group will be scheduled for this month.

A Special Meeting on Strategic Plan Objectives was scheduled for September 28th at 5 p.m.

**Adjournment**

C. Newby

A motion was made to adjourn at 6:50 P.M. by George Feifer, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,  
**Tai Kern**

Tai Kern, Secretary

**Minutes**  
**Special Meeting**  
**Board of Library Trustees/Directors, Roxbury Public Library**  
**Wednesday, Sept 28, 2016 at 5:00 p.m. at Minor Memorial Library**

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

Board of Trustees Present: Cynthia Newby, Jeff Bennett, Joan Stracks, Pam Southworth, Mari Frohne, Mark Cohagen, and Alan Johnson

Library Director: Teresa Roxburgh

Friends of Library: Arlene Kershner

A special meeting was held to discuss strategic planning: plan goals/objectives, draft outline.  
The meeting was adjourned at 6 30 P.M. by general agreement.



**ROXBURY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
October 12, 2016  
MINUTES**

**CALL TO ORDER:**

Cynthia Newby, Chairwoman, called the meeting to order at 5:00 P. M.  
Board of Trustees Present: Cynthia Newby, Jeff Bennett, Pam Southworth, George Feifer, Kerri Arsenault, Mark Cohagen, Alan Johnson  
Library Director: Teresa Roxburgh

**Approval of Minutes**

C. Newby

September 12, 2016

A motion was made to approve the minutes of the September 12, 2016 meeting. Motion by Jeff Bennett, seconded by Southworth and carried unanimously.

September 28, 2016

A motion was made to add to the agenda and approve the minutes of the September 28, 2016 Special meeting. Motion by Southworth, seconded by Cohagen and carried unanimously.

**Consent Agenda Reports for September 2016**

Treasurer's Report

P. Southworth

Director's Report

T. Roxburgh

Building & Grounds Committee

A. Johnson

Art Report

M. Frohne

Friends Report

A. Kershner

The reports included on the consent agenda were distributed via e-mail. (see attached). Director Roxburgh noted that help is needed for the Art Shows.

**Regular Oral Reports**

Programming/Publicity committee:

T. Roxburgh

Organizing for Nov 5 and Nov 13 programs

The Board will contribute to the reception for the November 5th and November 13 programs. They were asked to be in attendance and help serve the public as needed. The Miller movie is available at the Library if the Board would like to view it ahead of time. Concerns with the online registration were noted and that some of the public may have a problem navigating the website. Director Roxburgh agreed to review and simplify the process. Director Roxburgh will report on the registration numbers on October 19th to determine if further advertising is necessary. George Feifer agreed to write something about Miller for publicity.

Grant Application to CCF

T. Roxburgh

Director Miller reported that she applied for a grant to hire a tech consultant to review the Library's technical infrastructure and provide a plan to bring the Library up to date. If the grant is awarded, she plans to apply for an additional grant to implement the plan. She expects to know by December whether the grant has been awarded.

**Action Agenda - N/A**

**Other Business**

Review of 2015-2016 Budget vs Actual

P. Southworth

The Board confirmed their receipt of the 2015-2016 Year End Budget Review dated 10/1/16. Chair Newby reminded the group that they will be having a speaker in March who will train the Board how to better fundraise. She also commented that the Library must live within their means.

Joan Stracks and Teresa Roxburgh are organizing a holiday lunch to be held on Tuesday, December 13th at John's Cafe in Woodbury.

**Strategic Discussion**

Fundraising

Schedule visit with Judy Gafney on a Sat. to discuss Salisbury CT Kitchen Tour

The group agreed to organize a gathering on a Saturday for those Board members, Friends and other volunteers interested in helping.

Strategic Plan

Revised Draft of Section IV based on Sept 28 meeting  
(Draft of Sections I and III TBD by C Newby)

T. Roxburgh

Discussion of Dashboards

T. Roxburgh/M. Cohagen

Next Steps/Finalization

Mark Cohagen and George Feifer will finalize the Plan by November 9th and be available for the Board to review by the November meeting in order to vote to accept the plan.

**Adjournment**

C. Newby

A motion was made to adjourn at 6:00 P.M. by George Feifer, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,

**Tai Kern**

Tai Kern, Secretary

**ROXBURY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
November 14, 2016  
MINUTES**

**CALL TO ORDER:**

Cynthia Newby, Chairwoman, called the meeting to order at 5:00 P. M.  
Board of Trustees Present: Cynthia Newby, Jeff Bennett, Pam Southworth, George Feifer, Kerri Arsenault, Mark Cohagen, Alan Johnson, Mari Frohne, and Joan Stracks  
Library Director: Teresa Roxburgh  
Friends of the Library: Arlene Kershner

**Approval of Minutes**

C. Newby

October 12, 2016

Director "Miller" was corrected to Director "Roxburgh" under Grant Application.

A motion was made to approve the minutes of the October 12, 2016 meeting as amended. Motion by Stracks, seconded by Southworth and carried unanimously.

**Consent Agenda Reports for November 2016**

Treasurer's Report

P. Southworth

Director's Report

T. Roxburgh

Building & Grounds Committee

A. Johnson

Art Report

M. Frohne

Friends Report

A. Kershner

Annual Fundraising Report

C. Newby

The reports included on the consent agenda were distributed via e-mail. (see attached). The Friends Report, Art Report and Building and Grounds Committee Report were discussed under Oral Reports.

**Regular Oral Reports**

Friends Report

A. Kershner

Arlene Kershner noted that the sound system in the Library is horrible and it is time that something is done to make an improvement and offered the Friends help. Director Roxburgh has done some research and explained that the goal is to have an integrated sound system for which grants will be sought. However, in the meantime the purchase of good speakers may be helpful. Jeff Bennett offered to donate speakers that may work. Additionally, it was agreed that they would reach out to the community to seek speaker donations.

Art Report

M. Frohne

Mari Frohne reported on the last art exhibit where there were no sales. She spoke about the current exhibit noting that the artist / author will give a talk on December 10th.

Building & Grounds Committee

A. Johnson

Alan Johnson has no update regarding the masonry. Cynthia Newby reported that the Gunn Library had a suit brought against them regarding a fall due to poor lighting. Director Roxburgh reported that the work on the sensors are nearly done.

Programming/Publicity committee

T. Roxburgh

Director Roxburgh reported that they have been very busy with programs and the Committee will be meeting again this Thursday. They currently have bookings out to Spring/Summer. The upcoming programs include a Seth Warner discussion, a holiday book sale, a Christmas book reading, and Tai Chi. Director Roxburgh will ask First Selectman Henry to announce that the Hodge is open during the Holiday Festival.

Announcement from G. Feifer

G. Feifer

George Feifer announced that he is resigning from the Board. He feels that the Library is rightly modernizing, but he has limited personal time and must complete books he is writing. The Board agreed that he will be sorely missed and

thanked him for all his contributions to this Board. It was noted that George was first appointed by the Selectmen on October 9, 2012 and then he was then elected on 11/5/2013.

#### Hodge Report

Kerri Arsenault reported that she submitted the Shakespeare book to Sotheby's as discussed and is also doing research regarding the Lucia Nelson photos. She is also working on obtaining some donated design services.

#### **Action Agenda**

##### **Strategic Plan:**

Review Revised Draft

C. Newby/T Roxburgh

M. Cohagen/G Feifer

The draft Roxbury Public Library Strategic Plan 2017-2020 was distributed and reviewed. The desire to increase cardholders and publicity was discussed. It was agreed that the next step is to attach specific goals and timelines to the plan in Director Roxburgh's goals and in goals for the Board itself. The coordination with libraries in neighboring towns will be added to the draft. The additional use of the Hodge was discussed; however, it was agreed that the Hodge is not yet ready for uses such as a rental venue.

Cynthia Newby reported on comments received from the members of the different focus groups which were positive.

Pam Southworth suggested a compelling statement to attach to the Strategic Plan that creates a personal touch and maintains a connection to the community. It was agreed that the tagline would be; "Roxbury Public Library: Inspiration, Information, Community".

#### Potential Approval by Board

A motion was made to accept the Strategic Plan with the small edits. Motion by Kerri Arsenault, seconded by Mari Frohne and carried unanimously.

#### **2017 Calendar**

C. Newby

It was agreed that there shall be no Regular Meetings held in April, June, August and December. The June meeting date was corrected to the 12th and a Hodge Meeting Schedule was developed.

A motion was made to accept the 2017 Library BoT Regular Meeting Schedule as amended. Motion by Kerri Arsenault, seconded by Jeff Bennett and carried unanimously.

#### **Other Business**

Committee Assignments

C Newby

The Committee Assignments were reviewed. Kerri Arsenault agreed to fill the vacancy left by George Feifer as the Corresponding Secretary; however, George Feifer will remain on the Programming/Publicity Committee. Jeff Bennett also volunteered to be on the Programming/Publicity Committee. Mari Frohne asked that Kerri Arsenault be listed with Mari Frohne as co-Chair of the Hodge. Pam Southworth asked to be removed from Building and Grounds Committee since she serves now as Treasurer and since Alan Johnson has accepted a leadership role. A Donor Management Committee was added. Mark Cohagen was added to the Personnel Committee and the Nominating Committee was eliminated.

#### Luncheon Plan

J Stracks/T Roxburgh

Joan Stracks reported that the invitations for the luncheon have gone out. She will work with John's to develop the menu. It was noted that the Friend's Annual Meeting is in December and they have invited the entire Board for a pot luck dinner.

#### **Strategic Discussion**

2016-2017 Budget Development,  
Minor and Hodge

P. Southworth/T. Roxburgh

Pam Southworth reviewed the current year budget and noted that the sources of income are challenging. Historically the Library has taken 5% from the endowment; however, their investment advisor recommended no more than 4%. Fundraising, grants, Friends and Town contributions make up the balance of the income. She reviewed the expenses. It was noted that the proposed budget will be reviewed in January and the Board was invited to further discuss the budget by line item at the budget meeting this week.

**Adjournment**

C. Newby

A motion was made to adjourn at 6:45 P.M. by George Feifer, seconded by Pam Southworth and carried unanimously.

Respectfully submitted,

***Tai Kern***

Tai Kern, Secretary

**Minor Memorial Library  
Director's Report  
October, 2016**

**Collection:**

Betty and Peter are progressing the Biographies. Once they finish they will start on the Fiction. Joan helped us re-catalog some items that were placed in the wrong shelving location. I hope to do a complete inventory of the library at some point to catch the rest of those mistakes.

**Collection as of Nov. 1, 2016**

Adult fiction	11,289
Adult non-fiction	12,039
Reference	879
Junior fiction	7,526
Junior Non-fiction	4,596
Video/DVD	3,392
Audio books	1,238
Music CDs	1,135
Equipment	1
Museum Passes	13
TOTAL	42,108

**Personnel/Volunteers:**

- No changes for either Personnel or Volunteers
- A HUGE "thank you" to Georgette, Renee, and everyone that helped with "Poetry From Hell". Georgette did an incredible amount of work on putting together the program and it showed!

**Meetings/Workshops:**

- Only one meeting this month: On the 4<sup>th</sup> I went to Shepaug to meet with Joan and a group of students to discuss ideas for teen involvement in the library. It was an interesting meeting and we came away with a few ideas that I hope we can put into practice.

**Bibliomation/Automation/Tech:**

- Gen from Bibliomation installed our new WiFi router. No issues so far! We can now log-in to the router to see how many people are using our wifi each month. In October we had 32 individual users (who may or may not have logged in multiple times during the month)

**Adult Services and Programming:**

- We had two major programs in October. Our series of 5 tai chi classes started up this month. It has been very well received and we are going to try to figure out how we can continue the classes. On the 21<sup>st</sup> we held our second poetry reading at the Hodge, "Poetry from Hell". It was very well attended and everyone seemed to have a great time. Although we've only done two of these readings, they seem to already be a signature RPL program that everyone looks forward to.

**Children's Services:**

- In addition to her regular programs, Paula worked incredibly hard with our volunteer Connie to put together a Halloween Storywalk. It was very well attended and the kids loved the different storywalks (especially the spooky path through the dark stacks) and crafts. Our volunteers Connie, Carolyn Greene, and Amy Yarbrough were *incredibly* helpful and it's hard to imagine how we could have pulled it off without them.

- On Halloween Paula Lazeski, Charlie, and I took part in the South Street trick-or-treating. We scared a few kids with Charlie's Riverbeast costume but a good time was had by all.

**Publicity:**

- Poetry From Hell received coverage in the local papers as did Paula's Storywalk.

**Building and Grounds**

- Tom Kowalski installed the new fan with lights in the children's area. It's not the perfect solution but the extra lighting does help. Tim is working on the motion sensor lights and will hopefully have that completed in the next few weeks.
- We are still waiting on the leveling of the stones at the front entrance.

**Hodge**

- Book sale on December 3<sup>rd</sup>!
- Our travelling archivist will be visiting us in January. As part of the grant I will be attending monthly archive training classes around the state.

**Statistics:**

**September, 2016**

**Total Circulation 1290**  
**Reference Questions 241**  
**Visitors 1191**  
**ILL Borrowed 86**  
**ILL Lent 215**  
**Volunteer Hours 28**

**Programs: Adult – 6 programs, 65 people**  
**Junior – 12 programs, 185 people**

**October, 2016**

**Total Circulation 1181**  
**Reference Questions 330**  
**Visitors 1610**  
**ILL Borrowed 120**  
**ILL Lent 207**  
**Volunteer Hours 56**

**Programs: Adult –7 programs, 136 people**  
**Junior –10 programs, 363 people**

Friends of the Roxbury Library  
Call to Agenda  
November 2016

To: Minor Memorial Board of Trustees

Congratulations on the recent successful programs (Poetry, and Rebecca Miller).  
The sound system at the Minor is inadequate and Friends would like to consider financial assistance to updating the system.

New museum passes have been obtained for the library- Check list at the library.

Thank you for inviting the Friends Board to your luncheon.

Friends will help Teresa with the December 3 Holiday Book Sale at the Hodge.  
Hours 5-9.

Teresa will be inviting your board to our potluck dinner at Sharon Faanes house on  
December 16 at 6.

On Saturday, May 6 at 2 - we will be sponsoring a Tea with Friends – details to follow

The next meeting of the Friends is November 28 at 5:30.

Arlene Kershner



## **FUNDRAISING REPORT**

**As of November 11, 2016  
For November 14, 2016 Meeting**

### **PREVIOUS ANNUAL FUND DRIVE TOTALS**

**2002-2003: \$22,595**

**2003-2004: \$23,675**

**2004-2005: \$23,880**

**2005-2006: \$32,404**

**2006-2007: \$31,080**

**2007-2008: \$31,745**

**2008-2009: \$28,565 (including \$5755 in estate gifts)**

**2009-2010: \$24,780 + estate gifts of \$21,854**

**2010-2011: \$27,200 + estate gifts of \$20,000**

**2011-2012: \$32,902 + estate gifts of \$30,000**

**2012- 2013 \$29,250 + estate gifts of \$ 6316**

**2013-2014 \$32,222 + estate gifts of \$80,939**

**2014 -2015 \$34,310 + \$10,094 of Stock for general funds from Diebold**

**2015-2016 \$39,760**

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**THIS YEAR'S ANNUAL GOAL FROM FUND DRIVE MAILER = \$35,000**

**Initial November donations: \$6715 + 3481 = \$10, 196**

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# TREASURER'S REPORT

Meeting: Nov 14, 2016

Statement as of October 31, 2016

## **HODGE**

Hodge Checking Account	\$1,843
Hodge Savings/Endowment (S. Bernstein Account)	<u>\$366,337</u>
<b>TOTAL</b>	<b>\$368,180</b>

## **MINOR**

*Minor Checking Account	\$15,795
Minor Savings/Endowment (S. Bernstein Account)	<u>\$587,204</u>
<b>TOTAL</b>	<b>\$602,999</b>

**TOTAL BERNSTEIN SAVINGS/ENDOWMENT** **\$953,541**

**LIBRARY GRAND TOTAL** **\$971,179**

\*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

**ROXBURY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
November 14, 2016  
MINUTES**

**CALL TO ORDER:**

Cynthia Newby, Chairwoman, called the meeting to order at 5:00 P. M.  
Board of Trustees Present: Cynthia Newby, Jeff Bennett, Pam Southworth, George Feifer, Kerri Arsenault, Mark Cohagen, Alan Johnson, Mari Frohne, and Joan Stracks  
Library Director: Teresa Roxburgh  
Friends of the Library: Arlene Kershner

**Approval of Minutes**

C. Newby

October 12, 2016

Director "Miller" was corrected to Director "Roxburgh" under Grant Application.

A motion was made to approve the minutes of the October 12, 2016 meeting as amended. Motion by Stracks, seconded by Southworth and carried unanimously.

**Consent Agenda Reports for November 2016**

Treasurer's Report

P. Southworth

Director's Report

T. Roxburgh

Building & Grounds Committee

A. Johnson

Art Report

M. Frohne

Friends Report

A. Kershner

Annual Fundraising Report

C. Newby

The reports included on the consent agenda were distributed via e-mail. (see attached). The Friends Report, Art Report and Building and Grounds Committee Report were discussed under Oral Reports.

**Regular Oral Reports**

Friends Report

A. Kershner

Arlene Kershner noted that the sound system in the Library is horrible and it is time that something is done to make an improvement and offered the Friends help. Director Roxburgh has done some research and explained that the goal is to have an integrated sound system for which grants will be sought. However, in the meantime the purchase of good speakers may be helpful. Jeff Bennett offered to donate speakers that may work. Additionally, it was agreed that they would reach out to the community to seek speaker donations.

Art Report

M. Frohne

Mari Frohne reported on the last art exhibit where there were no sales. She spoke about the current exhibit noting that the artist / author will give a talk on December 10th.

Building & Grounds Committee

A. Johnson

Alan Johnson has no update regarding the masonry. Cynthia Newby reported that the Gunn Library had a suit brought against them regarding a fall due to poor lighting. Director Roxburgh reported that the work on the sensors are nearly done.

Programming/Publicity committee

T. Roxburgh

Director Roxburgh reported that they have been very busy with programs and the Committee will be meeting again this Thursday. They currently have bookings out to Spring/Summer. The upcoming programs include a Seth Warner discussion, a holiday book sale, a Christmas book reading, and Tai Chi. Director Roxburgh will ask First Selectman Henry to announce that the Hodge is open during the Holiday Festival.

Announcement from G. Feifer

G. Feifer

George Feifer announced that he is resigning from the Board. He feels that the Library is rightly modernizing, but he has limited personal time and must complete books he is writing. The Board agreed that he will be sorely missed and

thanked him for all his contributions to this Board. It was noted that George was first appointed by the Selectmen on October 9, 2012 and then he was then elected on 11/5/2013.

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***Tai Kern***

Tai Kern, Secretary