

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
JANUARY 9, 2017
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, Mark Cohagen, Mari Frohne, Alan Johnson, and Joan Stracks
Library Director: Teresa Roxburgh
Friends of the Library: Arlene Kershner

Approval of Minutes

C. Newby

November 14, 2016

A motion was made to approve the minutes of the November 14, 2016 meeting. Motion by Stracks, seconded by Bennett and carried unanimously.

Consent Agenda Reports for November 2016

Treasurer's Report

P. Southworth

Director's Report

T. Roxburgh

Art Report

M. Frohne

Annual Fundraising Report

C. Newby

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

Regular Oral Reports

Annual Fundraising Report

Cynthia Newby happily reported that fundraising is at \$33,754 toward the \$35,000 goal. This the highest fundraising has ever been at for half of the year. The accessibility of online donations is making a difference.

Building & Grounds

A. Johnson

Alan Johnson and Director Roxburgh are working on resolving the issues with the front door.

Programming/Publicity committee

T. Roxburgh

Director Roxburgh reviewed the upcoming programming. There are many good programs coming up in the 2nd quarter. She reported that she has been contacted by someone who is interested in locating Seth Warner's missing headstone. This person, along with others in town, are willing to fund this project and help rehab the cemetery on Old Roxbury Rd.

Dissemination of Strategic Plan

T. Roxburgh

Director Roxburgh reported that the Strategic Plan is ready for distribution for review by the BoT. Once this is complete a press release will be done and it will be made public.

Action Agenda

2017/2018 Budgets

Other Business

C. Newby/T Roxburgh

The proposed budgets for Minor and Hodge were distributed and reviewed. Director Roxburgh summarized what was cut from the budget noting that they are working with less this year. The Library will be receiving less from the Friends and the State. Therefore, the Library will request 1% more from the Town. The main cut was to staff hours; however, it will only be about an hour a week for each staff member. She feels that the same operating hours can remain with less staff. There are also no merit increases in the budget for staff. Federal and State Funding will pay for the fiber optics; however, the cost of internet and maintenance has been added to the budget.

It was agreed that there should be an addition of an executive summary to the budget prior to its submission.

A motion was made to approve the 2017/2018 Budget as presented. Motion by Mari Frohne, seconded by Joan Stracks and carried unanimously.

Other Business

The group signed up for their attendance of the Friends meetings for 2017.

Strategic Discussion

Fundraising:

Consideration of Kitchen Tour fundraiser

C. Newby

Cynthia Newby met with Judy Gafney in Salisbury regarding their kitchen tour fundraiser. She explained that many of the steps in the process are similar to what was done with the garden tour. She suggested that 7 kitchens be open from 10 am to 4 pm and then the group would return to the Library for a champagne reception. The fundraiser will include corporate sponsors and a silent auction. The Board will work in conjunction with the Friends on the fundraiser with the purpose of funding AV improvements. Joan Stracks agreed to be Chair of this event for the BoT; Arlene Kirshner for the Friends. The event will be held the first weekend in November. They will seek out builders, realtors and kitchen designers opinions on the kitchens to include in the tour.

Walkway and Library Campus Opportunities

J. Stracks

Joan Stracks noted that the Commemorative Walkway needs an invigoration to remind the public of the opportunities. There are still a couple trees on the campus that can be dedicated as well. Director Roxburgh will include this in the upcoming newsletter and will ask Town Hall to include it in the e-mail blast. Graduation, Mothers Day, and Fathers Day are all good opportunities to dedicate a stone. The members will give more thought to how promote these opportunities.

Hodge

K. Arsenault

Director Roxburgh reported that the CCF deadlines are the end of this month. Can apply for a grant to underwrite an event as well as the tech grant. She is thinking about a celebration of the 80th anniversary of the Hodge. This can raise money for the Hodge to organize and preserve the collections. The Library may get Union Savings or someone else to also sponsor this event.

Mari Frohne would like to have a Hodge Board meeting at the end of next month's BoT meeting.

Topics for board meetings, rest of FY 16-17

C. Newby

- February - Hodge and Minor Board Meetings
- March - Joe Pucci of Bernstein
- April - No meeting
- May - Fundraising Consultant
- June - Regular Meeting of BoT

Adjournment

C. Newby

A motion was made to adjourn at 6:15 P.M. by Joan Stracks, seconded by Mari Frohne and carried unanimously.

Respectfully submitted,
Tai Kern
Tai Kern, Secretary

**Minor Memorial Library
Art Committee Report
January, 2017**

Minor Memorial Library
January 9, 2017 Board Meeting

ART COMMITTEE REPORT

The last exhibit opened Nov. 12th with Emery Roth's color photographs that form the basis of his book, Brass Valley: The Fall of an American Industry, in "Brazen Grit,". Unfortunately, no artworks were sold.

"Observations," an exhibit and sale of mixed media paintings by Marsha Doran, will open with a reception on Saturday, January 14, 2017 from 2 pm to 4 pm. Marsha Doran's brilliantly colored art reflects her desire to show how each medium "feeds off another, allowing (her) to see new things within the subject." A former art teacher and professor, she feels a strong commitment to inspire new artists. For 13 years, she taught at Canterbury School in New Milford.

Mari Frohne

**Minor Memorial Library
Director's Report
November/December, 2016**

Collection:

We are almost done with weeding the Biographies. Our main delay now is finding a place to put all of the discarded books (anyone have any medium sized boxes they'd like to donate?). I started weeding in the Fiction section. This will probably be a long-term project.

Due to our expanding audiobook collection, I weeded several books on tape and rearranged our shelving in the area to accommodate more books on CD.

Collection as of Jan. 1, 2017

Adult fiction	11,340
Adult non-fiction	11,925
Reference	880
Junior fiction	7,579
Junior Non-fiction	4,672
Video/DVD	3,435
Audio books	1,226
Music CDs	1,135
Equipment	1
Museum Passes	20
TOTAL	<hr/> 42,213

Personnel/Volunteers:

- No changes for either Personnel or Volunteers
- A Shepaug student from Bridgewater approached the library about helping with his senior project. He is building a fish tank and is looking for a place to display it. I think we can accommodate him for a short period of time but are still working out the details.

Meetings/Workshops:

- No meetings or workshops (thanks to the holidays!)

Bibliomation/Automation/Tech:

- In January Gen will be installing a small server so that staff can access their files from any staff computer. The hope is that this will allow for more flexibility and ensure that there is always someone out at the front desk.
- We are moving ahead with the fiber installation. We should be receiving a grant check soon that will pay for the installation which will hopefully be done by June.

Adult Services and Programming:

- We had several programs throughout November and December. I won't go into detail on them all but highlights included: Tai Chi, this has become a valued program for several people and we hope to keep it going as long as we keep getting donations from the attendees to cover the cost, Rebecca Miller gave an excellent Q&A following a screening of her new movie "Maggie's Plan", we hosted several talks including a discussion on play directing with Frank Arcaro, Peter Vermilyea's talk on Seth Warner, and art talks with Emery Roth and Richard Sandler.
- In the coming months we have a Masala Bhangra dance class, photography classes, gardening programs, and more.

Children's Services:

- Paula rounded out her fall season of children's programming with lapsits, storytimes, and the afterschool Book Bugs and Page Turners programs.
- Paula and volunteer Connie will be doing another season of monthly science programs beginning in January and ending in May.

Publicity:

- We did not get much coverage in the papers due to the influx of festive events. Although our art opening for Emery Roth was covered in the local papers.
- Silky attended an open house for the new milford spectrum. She was able to talk to some of the staff and thank them for including our events whenever they can.

Building and Grounds

- The stones out front have been levelled off. There is some serious breaking of the stones that might be something we need to deal with down the line.
- Our motion sensor book drop light has been installed and works great although we may need some extra light on the steps as the current light doesn't quite reach.
- We had several issues with our heating system of these two months. Both of the pumps needed to be fixed (one right after the other) and then the blowers to the back the library stopped working. We closed the library two hours early on one occasion due to the cold.

Hodge

- Our book sale at the Hodge was a success. Although not as well attended as last year, I hope to switch around the time a bit to bring in more people. But \$100 and hour isn't too bad!
- 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:

November, 2016

Total Circulation	1024
Reference Questions	224
Visitors	1339
ILL Borrowed	76
ILL Lent	144
Volunteer Hours	35

Programs: Adult – 10 programs, 256 people
Junior – 9 programs, 64 people

December, 2016

Total Circulation	1387
Reference Questions	301
Visitors	983
ILL Borrowed	116
ILL Lent	193
Volunteer Hours	24

Programs: Adult –7 programs, 93 people
Junior –8 programs, 65 people

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

**THIS YEAR'S ANNUAL GOAL FROM FUND DRIVE MAILER
BY FY END JUNE 30, 2017: \$35,000**

Total Year-to-Date: \$33,754. Includes payment-processing fees of \$211.

TREASURER'S REPORT

Meeting: Jan 9, 2017

Statement as of December 30, 2016

HODGE

Hodge Checking Account	\$2,525
Hodge Savings/Endowment (S. Bernstein Account)	<u>\$368,706</u>
TOTAL	\$371,231

MINOR

*Minor Checking Account	\$15,979
Minor Savings/Endowment (S. Bernstein Account)	<u>\$590,985</u>
TOTAL	\$606,964

TOTAL BERNSTEIN SAVINGS/ENDOWMENT	\$959,691
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LIBRARY GRAND TOTAL	\$978,195
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*Note: Contemplation Garden account is included in MML. Walkway Fund is included in the Minor Checking account but will continue to be tracked separately. The standalone checking account for these funds was closed due to bank fees.

Respectfully Submitted,
Pam Southworth

**Minor Memorial Library BoT Regular Meeting Cancellation
February 13, 2017**

The Minor Memorial Library Regular meeting of the BoT scheduled for February 13, 2017 has been cancelled due to a lack of quorum. The next Regular Meeting is scheduled for March 13, 2017.

Respectfully submitted,
Tai Kern
Tai Kern, Secretary

**Hodge Library & Museum Board Special Meeting Cancellation
February 13, 2017**

The Hodge Library & Museum meeting scheduled for February 13, 2017 has been cancelled and will be rescheduled to March 13, 2017.

Respectfully submitted,
Tai Kern
Tai Kern, Secretary

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MARCH 13, 2017
MINUTES**

CALL TO ORDER:

Cynthia Newby, Chairwoman, called the meeting to order at 5:08 P. M.

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

Library Director: Teresa Roxburgh

Friends of the Library: Arlene Kershner

Others Present: Joe Pucci/Sanford Bernstein Wealth Management

Introduction of New Board Member

C. Newby

Ciara S. Gorglione - tabled

Chair Newby reported that Kerri Arsenault has resigned from the BoT due to the demands on her time from her career. She has agreed to stay involved with the Hodge and contribute in that way.

Presentation by Joe Pucci, S. Bernstein

2016 Endowment Performance

Joe Pucci distributed the Bernstein presentation booklet for the Hodge/Minor Library dated March 13, 2017. He reviewed the Asset Allocation Summary, which he described as balanced yet growth oriented. This mixture is typical of most nonprofits. The performance summary was reviewed and it was noted that a good job over the years has been done of sustaining the account. He noted that there has been a 4.3% return since inception in December 1999. It was noted that the Library is currently drawing more than they are making and probably will continue to be over the upcoming years in order to make their budget. Mr. Pucci described adjustments in the mix to seek out additional return; however, he noted that what they expect over the next five years is an average 5% return. He also reviewed the analysis portion of the report noting that Bernstein's projections were pretty accurate.

Approval of Minutes

C. Newby

January 9, 2017

A motion was made to approve the minutes of the January 9, 2017 meeting. Motion by Frohne, seconded by Stracks and carried unanimously.

Consent Agenda Reports for January and February 2017

Treasurer's Report

P. Southworth

Director's Report

T. Roxburgh

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).

It was noted that estimates will be obtained by Buildings and Grounds for the replacement of the slate walkway and awning.

Arlene Kershner reported that the Friends will be participating in a Give Local program on 4/25 and 4/26. A Tea with Friends will be held on May 6th. American Doll clothing will be sold and the Friends will get 20% of the sales. Teresa Roxburgh will set up a square that can be used to pay and the funds will go directly to the Friends. On May 4th there will be a program held on the History of Tea.

Regular Oral Reports

Programming/Publicity committee

T. Roxburgh

Liz Childs is booked for the McCann Concert this year. Mari Frohne provided a sample of music from a band that she would like the Board to consider for a future a McCann Concert or fundraiser. Director Roxburgh agreed to make sure that the Programming Committee meets quarterly.

Kitchen Tour fundraiser: Status

J. Stracks

Joan Stracks reported that the first meeting regarding the Kitchen Tour was held. They will be showcasing six very different kitchens. Judy Gaffney will be present at their next meeting. She has experience with holding kitchen tours in Salisbury. The Tour is planned for November 11th. Minutes of the last meeting will be distributed to all those involved.

Hodge Report: Agenda for Hodge meeting following BOT meeting

K. Arsenault/
M. Frohne

Mari Frohne reported that the 80th anniversary of the Hodge is coming up. The Hodge Board has been working on the Archive Project. Anything Hodge family related will remain at the Hodge to preserve the Hodge family legacy. Anything Roxbury related will be forwarded to the Roxbury Museum. Cynthia Newby presented an early painting from Tom Yost that was donated to the Library which she thought would make a nice addition to the Hodge. Mari Frohne noted that a squirrel that was locked in the Hodge did a lot of damage to every window mullion. Cynthia Newby noted that many people of Roxbury have a history of utilizing the Hodge as their Library and should be sought out as volunteers.

Action Agenda

Policy on pets in the Library during public opening hours/Programs?

C. Newby

Tabled to the April meeting. The group will research other town/public entities' policies on this topic.

Skip or schedule the April meeting?

C. Newby

Moved from April 10th to April 12th.

Other Business

Strategic Discussion

Planned presentation by S. Danosky re Donor Development May 8

C. Newby

The members were urged to be present for this important meeting.

Adjournment

C. Newby

A motion was made to adjourn at 6:47 P.M. by Southworth, seconded by Bennett and carried unanimously.

HODGE MEETING TO FOLLOW

Respectfully submitted,
Tai Kern
Tai Kern, Secretary

**Minor Memorial Library
Art Committee Report
March, 2017**

Minor Memorial Library
March 13, 2017 Board Meeting

ART COMMITTEE REPORT

The last exhibit opened in January with “Observations,” an exhibit and sale of mixed media paintings by Marsha Doran. No work sold from this show.

The current show is photography by Rich Pomerantz, from his trips to Cuba, with opening reception on Sat., March 4th until, Sat., April 15th. There were over 100 people attending the opening. Two small works sold at the opening. The artist is also giving a gallery talk / slide presentation on Sat., March 18th at 2:00.

Rich is a professional freelance photographer specializing in gardens, farms, people and shelter,

Mari Frohne

TREASURER'S REPORT

Meeting: Feb 13, 2017

Statement as of January 31, 2017

HODGE

Hodge Checking Account	\$2,524
Hodge Savings/Endowment (S. Bernstein Account)	<u>\$372,943</u>
TOTAL	\$375,467

MINOR

*Minor Checking Account	\$41,895
Minor Savings/Endowment (S. Bernstein Account)	<u>\$597,737</u>
TOTAL	\$639,632

TOTAL BERNSTEIN SAVINGS/ENDOWMENT **\$970,680**

LIBRARY GRAND TOTAL **\$1,015,099**

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

Respectfully Submitted,
Pam Southworth

**Minor Memorial Library
Director's Report
JANUARY, 2017**

Collection:

Weeding of the Adult Biographies is complete. I have begun working on the Adult Fiction as time allows. Joan and Sarah have been working on correcting a few inconsistencies in our catalog which should make our collection a little easier to manage.

Collection as of Jan. 1, 2017

Adult fiction	11,324
Adult non-fiction	11,940
Reference	881
Junior fiction	7,629
Junior Non-fiction	4,639
Video/DVD	3,477
Audio books	1,232
Music CDs	1,136
Equipment	1
Museum Passes	<u>24</u>
TOTAL	42,283

Personnel/Volunteers:

- No changes for either Personnel or Volunteers

Meetings/Workshops:

- On January 9th I attended another Archives Workshop in Litchfield. The focus was on arrangement and description. Very helpful!
- On the 10th I went to a New Director's Roundtable in Easton. These meetings are always very helpful for learning about what other new library directors are up to.

Bibliomation/Automation/Tech:

- We received our grant from the state for the fiber installation. Hopefully that should be done before the end of June. I am looking into installing filtering software on our computers so that we can apply for government funding to cover some of the cost of internet service.

Adult Services and Programming:

- We continued our Tai Chi classes. They are very popular but not financially sustainable for us.
- Other programs in January: Marsha Doran's art opening (one painting has sold so far), the first of a two part photography workshop (this class seems to have been divisive for the attendees, some loved it, some left early), local architect Hicks Stone gave a talk on passive house design (very well attended with positive feedback)

Children's Services:

- Paula held her regular children's programs (storytime, lapsit, and book bugs. Page turners was cancelled due to weather).
- Paula and Connie had their first Mad Science program. The theme was *rocks and minerals*. These are very popular programs but are quite labor intensive for Paula. We would love to have more

volunteers to help out! Marty Sagendorf has been a huge help allowing us to borrow some of his equipment and offering explanations for some of the science behind the experiments.

- I opened the library on two mornings for the Land Trust to host an event for the region 12 kindergarteners and 1st graders.

Publicity:

- Our events have been fairly regularly publicized in the weekend section of the Spectrum and less frequently in Voices. Our art openings tend to be the most reliable.

Building and Grounds

- One of the heat pumps has broken again. Ray is supposedly working on getting it fixed/finding out what went wrong.
- We had a leak under the kitchen sink. It was a quick fix.
- We haven't had any luck getting a hold of the person recommended to us to fix the front door. We are looking for someone else to take on that job.

Hodge

- Kerri, Wendy Walker, Laura Miller (museum commission) and I met with the archivist from the state on January 24th. She was incredibly helpful on giving us guidance to better care for our collections. She will be writing up a formal analysis with recommendations that we will be able to use in applying for grants.

December, 2016

Total Circulation	1387
Reference Questions	301
Visitors	983
ILL Borrowed	116
ILL Lent	193
Volunteer Hours	24

Programs: Adult –7 programs, 93 people
Junior –8 programs, 65 people

January, 2017

Total Circulation	1248
Reference Questions	362
Visitors	1311
ILL Borrowed	75
ILL Lent	220
Volunteer Hours	43

Programs: Adult –7 programs, 175 people
Junior –9 programs, 123 people

Minor Memorial Library
Director's Report
FEBRUARY, 2017

Collection:

Joan has started helping weed the J non-fiction. We will also work towards finishing weeding the picture books. We received a very generous donation of several audiobooks and Silky has been working to add them to our collection.

Collection as of Feb. 1, 2017

Adult fiction	11,348
Adult non-fiction	11,892
Reference	881
Junior fiction	7,645
Junior Non-fiction	4,620
Video/DVD	3,485
Audio books	1,238
Music CDs	1,143
Equipment	1
Museum Passes	<u>24</u>
TOTAL	42,283

Personnel/Volunteers:

- We are seeking more volunteers to help Paula with her Saturday programs as well as to help keep the children's section in order.

Meetings/Workshops:

- On the 14th I attended a Northwest Connecticut Arts Council meeting in Washington with Sarah. They reviewed several arts grants that are available through the state. I will be working with the friends to apply for a grant or two.
- On the 21st I attended the Board of Finance meeting with Pam and Cynthia to present our budget.

Bibliomation/Automation/Tech:

- Gen set up a new server for us so that now the staff can access their files and work at the two computers at the circulation desk.

Adult Services and Programming:

- We hosted several programs throughout the month. Most notable were the Elizabethan Poetry at the Hodge and Oscar programs. We hosted a total of 19 programs this month with 235 attendees. Also included in our calendar was a cell phone photography course that was well attended, tai chi classes, and a Bollywood dance fitness class hosted jointly with Paula.
- Sarah has a full slate of programs lined up through June. Over the summer we will probably only host one or two programs a month as we do not typically have good program attendance in the summer.
- The Friends received a generous donation from a patron so that we can host another 5 week session of Tai Chi.

Children's Services:

- Paula has been very busy with all of her programs. We are seeking more volunteers to help her at the Saturday programs and also to help keep the children's area tidy.
- There was a total 10 children's programs this month with 129 attendees.

Publicity:

- Our Elizabethan Poetry event was advertised in a few papers. Unfortunately we had to postpone due to snow.
- Several people saw our Bollywood Dance class on the front page of Country Life which helped increase attendance.
- We are trying to include more photographs with our press releases as that seems to help boost the likelihood that our items will be in print.

Building and Grounds

- Our patio awning is in need of repair. The awning company has said that we can probably get another year out of it before it should be totally replaced.
- We also need to think about planning to have our stone walkways and patio replaced down the line. The stone is not holding up well.

Hodge

- The friends of the library is considering having their booksale at the town barn next year. The idea was approved by B. Henry and the Fire Marshall. This will allow us to use the left side of the Hodge for archival storage at the recommendation of the state arch

January, 2017

Total Circulation **1248**
Reference Questions **362**
Visitors **1311**
ILL Borrowed **75**
ILL Lent **220**
Volunteer Hours **43**

Programs: Adult –7 programs, 175 people
Junior –9 programs, 123 people

February, 2017

Total Circulation **1325**
Reference Questions **181**
Visitors **1288**
ILL Borrowed **120**
ILL Lent **221**
Volunteer Hours **40**

Programs: Adult –19 programs, 235 people
Junior –10 programs, 129 people

Friends of the Roxbury Library
Call to Agenda
March 2017

To: Minor Memorial Board of Trustees

We are planning to participate in the Give Local Program. The program takes place on April 25-26. Donations can be made before and credit cards will be charged on 4/25. We are working on the Give Local website. Teresa has done flyers and will add to library website. Will put on Barbara Henry's news blast.

On Saturday, May 6 at 2 - we will be sponsoring a Tea with Friends. We asking that the TEA with FRIENDS be put on the Library Web-Site. We would like to have advanced ticket sales with the library phone number listed. Teresa has volunteered to collect credit card charges on the Pay-Pal Account. She will inform me of procedure for this. Price of Tea with Friends will be \$15.00 for adults and \$5.00 for each additional child. Monica Weber will be selling hand made doll's clothes and she will donate 20% of her sales. In addition we will have a raffle for hand knitted dolls clothes.

On Thursday, May 4th at 5:30 we will have a talk about the history of tea by Jim from Simpson and Vail.

On February 27, we held our annual meeting. The members elected to the Friends Board remain the same as last year with the exception of Betty Hurlbut who has resigned from our board.

Book Sale sorting will begin on March 18 this year. We will keep the main room empty as long as possible.

The book sale is scheduled for June 3.4.5.

We are looking for donations to both the Chinese Auction and the Silent Auction.

A suggestion that has been made that future book sales be held at the town barn behind the Senior Center. We will study the proposition.

The next meeting of the Friends is March 27 at 5:30.

Arlene Kershner

FUNDRAISING REPORT

As of Feb 7, 2017

For Feb. 13, 2017 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

THIS YEAR'S ANNUAL GOAL FROM FUND DRIVE MAILER

BY FY END JUNE 30, 2017: \$35,000

Total Year-to-Date: \$35,654. Includes payment-processing fees of \$211.

TREASURER'S REPORT

Meeting: March 13, 2017

Statement as of February 28, 2017

HODGE

Hodge Checking Account	\$2,679
Hodge Savings/Endowment (S. Bernstein Account)	<u>\$377,597</u>
TOTAL	\$380,276

MINOR

*Minor Checking Account	\$12,125
Minor Savings/Endowment (S. Bernstein Account)	<u>\$620,176</u>
TOTAL	\$632,301

TOTAL BERNSTEIN SAVINGS/ENDOWMENT **\$997,773**

LIBRARY GRAND TOTAL **\$1,012,577**

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

Respectfully Submitted,
Pam Southworth

Hodge Library & Museum Board Special Meeting Minutes March 13, 2017

Mari Frohne, CoChair, called the meeting to order at 6:51 P. M.

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

Library Director: Teresa Roxburgh

• Hodge Archive Project - Seeking donations from local Roxbury notables to add to Hodge Archive. Georgette and Kerri started working on this last year and so far Georgette has collected two pieces from sculptor Tom Doyle and a script from Theater Director Joey Tillinger. Cynthia received a painting by Tom Yost. Local writers are already featured in the Minor Library. The Hodge Board needs to discuss how best to move forward with this, possible notables to contact, and how the Hodge can use the archive.

Report on Meeting with a State Archivist (Teresa & Kerri)

On Jan. 24, Teresa Roxburgh and Kerri Arsenault met with a state archivist to discuss best practices for preservation of documents and other assets. This is collaboration with the Museum Commission. Teresa Roxburgh reported that storage space was a key issue discussed. She spoke with Barbara Henry about the use of the town barn for the book sale as the State Archivist advised that the ideal place to store stuff is where the book sale items are currently kept. The Archivist also provided guidance for caring some of the items they have.

Report on Feb. 12, Valentine's Day poetry reading at Hodge organized by Georgette Miller

Teresa Roxburgh reported that this event it went well, but was not as greatly attended as past poetry readings. Branding the poetry events was discussed and having them annual or semiannually.

2017 is the 80th anniversary of the Hodge.

A 1937s theme will be done for the McCann concert and a series of small lectures on the depression era in the fall at the Hodge as part of celebrating the Hodge's 80th anniversary. There is hesitation to do something too big that require sponsors because this may stretch the community too thin with everything else planned for this year. It was suggested to tie the 80th anniversary into the book sale as well.

Book sale (in general, rules and regs, post-book sale)

Teresa spoke of the Friends using the Senior Center Barn for the next Book Sale so that the room on the left at the Hodge could be used for archival material. The Friends will have to decide and let us know.

Programs

Sara is working on putting together a series of historical lectures about Connecticut in the 1930's in conjunction with the Hodge's 80th Anniversary. These will be scheduled in the Fall.

Ideas for attracting volunteers - Ongoing

Attic Clean-out – It was discussed that professional cleaners should be called in once attic is cleaned out to thoroughly clean mouse droppings and spider webs.

Facebook Page - Hodge and Minor libraries will share one Facebook page. Historical Museum will have a separate Facebook page although we will share postings.

Respectfully submitted,

Tai Kern, Secretary

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING CANCELATION
APRIL 10, 2017**

The Regular Meeting of the Library Board of Trustees scheduled for April 10, 2017 has been cancelled. A Special Meeting will be held Wednesday, April 12, 2017 at 5 p.m.

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
April 12, 2017
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, Mari Frohne, Alan Johnson, and Joan Stracks, Ciara Gorglione, Mary Schinke, Pam Southworth

Library Director: Teresa Roxburgh

Introduction of New Board Member

C. Newby

Ciara S. Gorglione

Mary Schinke

The group welcomed their new Board Members. Ciara Gorglione introduced herself and distributed her bio. She is interested in taking part in the Fundraising and Hodge Committees. Mary Schinke reintroduced herself to the Board and shared her background and interest as well.

Approval of Minutes

C. Newby

March 13, 2017

The minutes were amended to reflect that Pam Southworth was present at the March meeting.

A motion was made to approve the minutes of the March 13, 2017 meeting as amended. Motion by Southworth, seconded by Stracks and carried unanimously.

Consent Agenda Reports for March 2017

Treasurer's Report

P. Southworth

Director's Report

T. Roxburgh

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).

Regular Oral Reports

Programming/Publicity committee

T. Roxburgh

Teresa Roxburgh reported that they will be having a Committee meeting in May. Currently Jeff Bennett is the only remaining member. She urged other Board members to join and described what this Committee does.

Mari Frohne commented on stimulating format of the current website design. There is a lot of current and local information to be found on the website.

Kitchen Tour fundraiser: Status

J. Stracks

The second meeting of the Kitchen Tour Committee is scheduled in April. This will not be a typical kitchen tour. They are working on getting people involved, obtaining sponsors, a speaker, and additional ideas.

Hodge Report: Update on Traveling

Archivist Report

T. Roxburgh

Director Roxburgh reported that the Traveling Archivist provided a report with suggestions and ideas going forward for the Hodge. This will be useful for applying for grants. The main issues are cleaning, climate control, and organization. She reported that the Friends have determined that they do not want to move the book sale to the barn; therefore, they are working on other ways of reorganizing the collection. The CT Historic Organization offers online archive collective access. Director Roxburgh would like to apply for this. There is a \$300 fee per year if the Library is accepted.

Action Agenda

Discussion/vote on Draft Pets Policy

C. Newby

The group reviewed the draft policy. Director Roxburgh reported that she has not had any incidents, but her concerns are addressed in the draft policy. Joan Stracks stressed the importance of the leash law. Chair Newby reported that she discussed this with First Selectman Barbara Henry and sent a note to the Town Attorney regarding this topic but has not heard back.

The Board advised that this should be a separate policy because it applies to both patrons and staff.

Motion to adopt the Pets Policy as presented. Motion by Bennett, seconded by Johnson and carried unanimously.

Review of Investment Policy

C. Newby

Chair Newby asked that the Board review the Investment Policy that was adopted in 1999/2000 and determine if the language still suits the Library. The Board noted that this policy has been working and there is no need for change. It was confirmed that it is required that Bernstein attains this Board's approval for significant changes to the investments. The Board annually reviews their investment firm's report and determine whether changes should be made. It was noted that the current language requires a review every three years. This language will be slightly modified to fit better what is currently taking place. Pam Southworth will redraft the policy for review at the May meeting.

Other Business

Update Committee Assignments

T. Roxburgh

Ciara Gorglione volunteered for the Hodge, Bylaws, and Donor Management Committees. Mary Schinke joined the Programming Committee and volunteered to become the Recording Secretary.

A motion was made to nominate Mary Schinke as Recording Secretary. Motion by Southworth, seconded by Stracks and carried unanimously.

Reminder: Planned presentation by S. Danosky
re Donor Development May 8

C. Newby

Mari Frohne reviewed the list of upcoming Friends events for the Board's calendar. The group discussed addressing the safety issue regarding the slate on the patio. It was reported that the acoustics and sound system of the Community Room are being considered.

Strategic Discussion - N/A

Adjournment

C. Newby

A motion was made to adjourn at 6:10 P.M. by Southworth, seconded by Frohne and carried unanimously.

Respectfully submitted,
Tai Kern
Tai Kern, Secretary

INVESTMENT POLICY STATEMENT
Investment Plan for Endowment Assets of The Minor Memorial Library
and the Trust of the Hodge Memorial Library and Museum
Adopted October 18, 1999

The endowment assets of the Library include two funds: (1) the endowment of the Minor Memorial Library and (2) the Trust of the Hodge Memorial Library and Museum. These assets are long-term in nature and are intended to help the Board of Directors and Trustees accomplish its mission.

The Investment Policy Statement provides guidance to the Library's investment manager, Sanford C. Bernstein & Co., Inc., as to the Board's investment objectives, guidelines, and performance objectives/measurement.

Investment Objectives

The primary objective of the investments is to provide competitive investment results from a defensive balanced investment approach. Both funds should be reviewed as one to accomplish this balanced plan.

Investment Guidelines

1. The endowments should be managed to provide a balance of capital appreciation, preservation, and current income.
2. The asset mix between stocks and bonds should never be less than 30 percent stocks and 70 percent bonds, nor more than 70 percent stocks and 30 percent bonds.
3. The current preferred asset mix should be 50 percent stocks and 50 percent bonds.
4. The account should be able to provide a real rate of return above inflation and taxes.

The following transactions are prohibited:

- ◆ Commodity trading
- ◆ Future transactions
- ◆ Purchasing letters of credit or other restricted securities
- ◆ Short selling
- ◆ Use of margin
- ◆ Purchasing of call options
- ◆ Selling of put options
- ◆ Bonds rated below investment grade
- ◆ More than 10 percent of the market value of the account assets in the securities of any one company
- ◆ More than 25 percent of the market value of the account assets in the securities of any one industry

Performance Objective Measurement

Each quarter the investment manager will review the Library's fund performance against its long-term objectives:

1. the Board expects the investment manager to be in the top half of all investment advisors with a comparable approach in each five-year period.
2. The specific performance objective is to achieve a return over time in excess of the CPI by three percentage points per year.

Review

The selection of investment manager is subject to a three-year review by the Board or more frequently subject to Board discretion. The review should coincide with the Board's review of the fourth quarterly report in the year. Performance will be reviewed quarterly, although investment perspective is long term. Bernstein's performance was last reviewed on October 9, 2000.

In Effect

This policy is in effect until otherwise amended in writing by the Board of Directors and Trustees on the Minor and Hodge Libraries.

Resolution to Be Approved at the June 13 2005 Meeting
of the Roxbury Public Library Board of Directors

Article VIII of the Bylaws states: "All checks, drafts, deposits, investments shall be signed on behalf of the library in the manner authorized by the Board from Time to time."

We hereby authorize the Chair of the Board and the Treasurer of the Board as signatory individuals for the bank accounts of the Library. Currently, the two designated individuals are Stan Mongin and Cynthia Newby.

Approved by the Roxbury Public Library Board

_____, Chair
June 13, 2005

**Minor Memorial Library
Art Committee Report
April, 2017**

Minor Memorial Library
April 12, 2017 Board Meeting

ART COMMITTEE REPORT

The last exhibit, photography by Rich Pomerantz, from his trips to Cuba, opened March 4th and runs through April 15th. The Opening had a very large turn-out with approximately 100 in attendance.

So far, on three small (6 x 9 in.) works have sold for \$45 each (total \$135).

The next show will be paintings by Woodbury artist Melody Asbury with opening reception on Sat., April 22 through Saturday, June 3rd.
She mostly paints winged and 4-legged animals.

Mari Frohne

**Minor Memorial Library
Director's Report
MARCH, 2017**

Collection:

We continue to work on weeding the picture books. I am contemplating adding a couple Rokus to our collection. One with a subscription to Netflix and another with HBO. Both would also have several other Roku channels with free content (like PBS). We can also add the digital copies of movies that we purchase on DVD.

Collection as of Apr. 1, 2017

Adult fiction	11,332
Adult non-fiction	11,902
Reference	882
Junior fiction	7,663
Junior Non-fiction	4,629
Video/DVD	3,524
Audio books	1,269
Music CDs	1,150
Equipment	1
Museum Passes	<u>24</u>
TOTAL	42,376

Personnel/Volunteers:

- I put a call out in the Recreation Newsletter for help with our children's programs. I have gotten some response and look forward to having one or two more volunteers helping us out.

Meetings/Workshops:

- On March 1st I attended the Recreation Commission meeting to discuss the summer kick-off. We decided that the Library will participate in their kick-off and contribute a face-painter to the festivities.
- On the 2nd I attended a meeting of the Housatonic Valley Library Association in Bethel. The main talk at the meeting was how libraries are dealing with the proposed state budget cuts.
- On March 6th I attended a final Archives Roundtable class in Hartford which reviewed how to create digital records for historic collections.
- March 22nd was a meeting with Joan Temple and the children's librarian from Bridgewater (Martie from the Gunn was unable to attend but we filled her in) to discuss the teen summer reading program. This summer, Joan will be doing something different for the Shepaug summer reading program. All students will have to check in at their local public library to check out a book. We are all hoping that this approach will help these teens get more accustomed to their library.
- On the 23rd there was a Bibliomation Board meeting at their headquarters in Middlebury. The switch to fiber internet and how state budget cuts will affect our consortium were the main topics covered.

Bibliomation/Automation/Tech:

- We are among the first libraries scheduled to get connected to Fiber. Lightower, the installer, came by to take a look at our set up. We seem to be in good shape and will not need to install anything new. However, the switch to fiber is behind schedule so we will be participating in

bridge service from Bibliomation to keep us connected from July 1 until our fiber is actually connected.

- I have applied to receive e-rate funding from the government to lower our monthly internet bill once we have fiber. This will mean filtering on all of our computers however, we can *unfilter* the computers very easily with just a password.

Adult Services and Programming:

- Art Opening, Rich Pomerantz: 110, Book discussion: 11, *Moonlight*: 11, Tai Chi: 9, Gallery talk with Rich Pomerantz: 27, *Fences*: 12, Birds of Shepaug (with Land Trust): 53
- We had a successful month of adult programming. Our joint program with the Land Trust was very well attended and brought in lots of new people to our library.
- I have been working with Sarah on developing a series of programs for the fall celebrating the history of the Hodge. We are hoping to find a grant to cover the costs and also allow us to conduct and film interviews with long-time Roxbury residents.

Children's Services:

- Paula has been working hard to schedule all of the children's events for the summer reading program and we look to be on track with that.
- We hosted 6 children's programs in total; the usual storytimes and after school programs as well as the monthly science program (this month's theme was *sound*). All were well attended. Our science programs continue to be a huge success. We'll have two more before the end of the school year and then I believe we will start up again in the September.

Publicity:

- Our programs have been very well covered lately. We received space in the usual papers; Country Life, Republican American, New Milford Spectrum.
- Our children's science program was showcased in the Republican American with several photos.
- In addition to coverage for our programs, our Strategic Plan press release also received coverage. I have gotten several requests from other librarians in neighboring towns who read the articles and are looking for input on their own strat plans.

Building and Grounds

- Our patio awning is in need of repair. The awning company has said that we can probably get another year out of it before it should be totally replaced.
- We also need to think about planning to have our stone walkways and patio replaced down the line. The stone is not holding up well.

Hodge

- The Friends of the Library have decided that they would *not* like to use the barn for the book sale after all. We will have to figure out a compromise to accommodate for archival storage.
- We are still looking for ways to fund needed improvements to the Hodge. Priorities are cleaning, window coverings, and additional temperature control.

February, 2017

Total Circulation	1325
Reference Questions	181
Visitors	1288
ILL Borrowed	120
ILL Lent	221
Volunteer Hours	40

Programs: Adult –19 programs, 235 people
Junior –10 programs, 129 people

March, 2017

Total Circulation	1611
Reference Questions	273
Visitors	1344
ILL Borrowed	98
ILL Lent	204
Volunteer Hours	41

Programs: Adult –8 programs, 273 people
Junior –6 programs, 63 people

FUNDRAISING REPORT

**As of March 31, 2017
For Apr 12, 2017 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

**THIS YEAR'S ANNUAL GOAL FROM FUND DRIVE MAILER
BY FY END JUNE 30, 2017: \$35,000**

Total Year-to-Date: \$35,689. Includes payment-processing fees of \$211.

TREASURER'S REPORT

Meeting: April 12, 2017

Statement as of March 31, 2017

HODGE

Hodge Checking Account	\$2,994
Hodge Savings/Endowment (S. Bernstein Account)	<u>\$378,184</u>
TOTAL	\$381,178

MINOR

*Minor Checking Account	\$815
Minor Savings/Endowment (S. Bernstein Account)	<u>\$621,163</u>
TOTAL	\$621,978

TOTAL BERNSTEIN SAVINGS/ENDOWMENT	\$999,347
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LIBRARY GRAND TOTAL	\$1,003,156
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*Note: Contemplation Garden funds have been consumed. Walkway Fund is included in the Minor Checking account but will continue to be tracked separately. The standalone checking account for these funds was closed due to bank fees.

Respectfully Submitted,
Pam Southworth

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
May 08, 2017
MINUTES**

CALL TO ORDER:

Cynthia Newby, Chairwoman, called the meeting to order at 5:03 P. M.
Board of Trustees Present: Cynthia Newby, Jeff Bennett, Mari Frohne, Alan Johnson, Ciara Gorglione, Mary Schinke, and Pam Southworth
Library Director: Teresa Roxburgh
Friends of the Library: Arlene Kershner
Speaker: Sharon Danosky

Approval of Minutes

C. Newby

April 12, 2017

A motion was made to approve the minutes of the April 12, 2017 meeting. Motion by Southworth, seconded by Frohne and carried unanimously.

Consent Agenda Reports for March 2017

Treasurer's Report

P. Southworth

Director's Report

T. Roxburgh

Art Report

M. Frohne

Friends Report

A. Kershner

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

Strategic Discussion

Presentation by S. Danosky

C. Newby

Regarding Donor Development

Chair Newby reminded the group that the Library has been doing a paper fundraiser for about 20 years and seems to be stuck at the \$25,000 level yearly. She explained that she invited Sharon Danosky to share with the Board some ideas on how the Library can better raise funds.

Ms. Danosky came forward and noted that she calls this presentation; "Stop Asking and Start Stewarding" and distributed a copy of the presentation to the Board. She suggested that the Board explore what fundraising looks like from the donors' perspective. She explained that philanthropy is not about money. It is the charitable values which are the motivators for giving. People give to make an impact and to have an impact. Those who were impacted by the Library should be noted when reporting on the use of the funds raised. Corporations are not sustainable donors, it is individuals who are sustainable. Roxbury loses 30% of its donors per year. It is critical to reach out to donors and engage them to return. Connect the donor to the Library's vision and help them see it unfold. The first step is to invite them as a guest to events. It is the Board's responsibility is to cultivate relationships. The second step is solicitation and the third part is stewardship. Donors are lost because they are not being paid attention to. Donors should be appreciated. What matters to donors is the knowing their money is used wisely, the organization has a good reputation, and having a strong belief in the organization's mission. She suggests that each board meeting open with a story of impact. Facts and statistics have very little to do with what compels people to give.

Ms. Danosky reported that she reviewed the Library's strategic plan. She encouraged the Board to think through the strategic objectives and think about why they matter and what difference they make. Motivation is ignited by passion for the mission. It is fueled by experiences and involvement. Those members who do not like to ask for money should say thank you instead. The Board is critical in the relationship with the donor based on social investment.

Typically the Library should solicit two or three times per year with a reminder. There should be a postal patron and e-giving approach. The Library should make sure there is a good story in the appeals rather than being egocentric with statistics, facts and what you have done. A separate newsletter should go out twice per year reporting on how

contributions were used. The Board should not be in the business of selling the library, they should be building relationships. Relationship building does not happen overnight, but when it does happen it is significant. Donors should be made to feel welcome and continue to feel welcome. Communications should be genuine and authentic.

The Board thanked Ms. Danosky for her presentation and agreed to further discuss this topic at their next meeting.

Other Business - N/A

Adjournment

C. Newby

A motion was made to adjourn at 6:55 P.M. by Southworth, seconded by Frohne and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
May 08, 2017
MINUTES**

CALL TO ORDER:

Cynthia Newby, Chairwoman, called the meeting to order at 5:03 P. M.
Board of Trustees Present: Cynthia Newby, Jeff Bennett, Mari Frohne, Alan Johnson, Ciara Gorglione, Mary Schinke, and Pam Southworth
Library Director: Teresa Roxburgh
Friends of the Library: Arlene Kershner
Speaker: Sharon Danosky

Approval of Minutes

C. Newby

April 12, 2017

A motion was made to approve the minutes of the April 12, 2017 meeting. Motion by Southworth, seconded by Frohne and carried unanimously.

Consent Agenda Reports for March 2017

Treasurer's Report

P. Southworth

Director's Report

T. Roxburgh

Art Report

M. Frohne

Friends Report

A. Kershner

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

Strategic Discussion

Presentation by S. Danosky

C. Newby

Regarding Donor Development

Chair Newby reminded the group that the Library has been doing a paper fundraiser for about 20 years and seems to be stuck at the \$25,000 level yearly. She explained that she invited Sharon Danosky to share with the Board some ideas on how the Library can better raise funds.

Ms. Danosky came forward and noted that she calls this presentation; "Stop Asking and Start Stewarding" and distributed a copy of the presentation to the Board. She suggested that the Board explore what fundraising looks like from the donors' perspective. She explained that philanthropy is not about money. It is the charitable values which are the motivators for giving. People give to make an impact and to have an impact. Those who were impacted by the Library should be noted when reporting on the use of the funds raised. Corporations are not sustainable donors, it is individuals who are sustainable. Roxbury loses 30% of its donors per year. It is critical to reach out to donors and engage them to return. Connect the donor to the Library's vision and help them see it unfold. The first step is to invite them as a guest to events. It is the Board's responsibility is to cultivate relationships. The second step is solicitation and the third part is stewardship. Donors are lost because they are not being paid attention to. Donors should be appreciated. What matters to donors is the knowing their money is used wisely, the organization has a good reputation, and having a strong belief in the organization's mission. She suggests that each board meeting open with a story of impact. Facts and statistics have very little to do with what compels people to give.

Ms. Danosky reported that she reviewed the Library's strategic plan. She encouraged the Board to think through the strategic objectives and think about why they matter and what difference they make. Motivation is ignited by passion for the mission. It is fueled by experiences and involvement. Those members who do not like to ask for money should say thank you instead. The Board is critical in the relationship with the donor based on social investment.

Typically the Library should solicit two or three times per year with a reminder. There should be a postal patron and e-giving approach. The Library should make sure there is a good story in the appeals rather than being egocentric with statistics, facts and what you have done. A separate newsletter should go out twice per year reporting on how

contributions were used. The Board should not be in the business of selling the library, they should be building relationships. Relationship building does not happen overnight, but when it does happen it is significant. Donors should be made to feel welcome and continue to feel welcome. Communications should be genuine and authentic.

The Board thanked Ms. Danosky for her presentation and agreed to further discuss this topic at their next meeting.

Other Business - N/A

Adjournment

C. Newby

A motion was made to adjourn at 6:55 P.M. by Southworth, seconded by Frohne and carried unanimously.

Respectfully submitted,

Tai Kern

Tai Kern, Secretary

TREASURER'S REPORT

Meeting: May 8, 2017

Statement as of April 30, 2017

HODGE

Hodge Checking Account	\$2,778
Hodge Savings/Endowment (S. Bernstein Account)	<u>\$380,985</u>
TOTAL	\$383,763

MINOR

*Minor Checking Account	\$16,395
Minor Savings/Endowment (S. Bernstein Account)	<u>\$625,797</u>
TOTAL	\$642,192

TOTAL BERNSTEIN SAVINGS/ENDOWMENT **\$1,006,782**

LIBRARY GRAND TOTAL **\$1,025,955**

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

Respectfully Submitted,
Pam Southworth

**Minor Memorial Library
Director's Report
APRIL, 2017**

Collection:

No changes to the collection this month. Our library attendance was limited this month but our circulation managed to stay fairly average.

Collection as of Apr. 1, 2017

Adult fiction	11,346
Adult non-fiction	11,918
Reference	885
Junior fiction	7,658
Junior Non-fiction	4,635
Video/DVD	3,537
Audio books	1,274
Music CDs	1,150
Equipment	1
Museum Passes	<u>24</u>
TOTAL	42,428

Personnel/Volunteers:

- No changes to personnel or volunteers.
- I had a few people express interest in helping Paula with children's programming and organizing the children's area.
- In May we will start recruiting teen volunteers for the summer.
- Paula began attending Physical Therapy twice a week for a fall that occurred in February.
- Sarah is away for her medical treatment. If all goes well we hope she will be back in the fall.

Meetings/Workshops:

- Monday May 10th I attended a regional Bibliomation Meeting. Nothing much new to report. We will be having some tech installed by Bibliomation to carry our cable internet over (Charter) until our fiber is installed.

Bibliomation/Automation/Tech:

- All of our paperwork is submitted for fiber. We are in the first round of libraries to have it installed but we are still looking at some time in the fall probably.

Adult Services and Programming:

- Tai Chi: 7, Book discussion: 9, Gardening as if the World Depends on Us with Tovah Martin: 45, Tai Chi: 9, Computer Tips & Tricks (Apple): 9, *Lion*: 17, Missy Stevens talk and screening: 46, rt Opening *Melody Asbury*: 89
- Before Sarah left she and I planned a series of programs celebrating the Hodge 80th anniversary. I applied to another grant though CCF to help cover those costs.

Children's Services:

- Paula hosted her usual slate of programs this month. Unfortunately, the Mad Science program was not as well attended as others but we know that it gets busy for the kids in the spring with sports and school. We have one more science program scheduled for May.

Publicity:

- Our art opening was well covered in several papers. I'm sure that helped us achieve the sales that we have gotten so far. The Tovah Martin and Missy Stevens programs were also well covered and attendance at both was at capacity.

Building and Grounds

- Our awning is up but I haven't yet received a quote for a replacement.

Hodge

- No updates to report. The Hodge is getting prepped for the Book Sale.

March, 2017

Total Circulation **1611**
Reference Questions **273**
Visitors **1344**
ILL Borrowed **98**
ILL Lent **204**
Volunteer Hours **41**

Programs: Adult –8 programs, 273 people
Junior –6 programs, 63 people

April, 2017

Total Circulation **1234**
Reference Questions **289**
Visitors **1050**
ILL Borrowed **81**
ILL Lent **197**
Volunteer Hours **35**

Programs: Adult –9 programs, 245 people
Junior –8 programs, 81 people

**Minor Memorial Library
Art Committee Report
May, 2017**

Minor Memorial Library
May 8, 2017 Board Meeting

ART COMMITTEE REPORT

The last exhibit, animal paintings by Woodbury artist Melody Asbury opened with a reception on Sat., April 22 and will run until Saturday, June 3rd.

So far, five paintings have sold totaling \$3350. The library will take 20%.

The next show will feature works by Roxbury architect and artist, Phil DeVries and include paintings by his father and grandfather. This exhibit opens June 10th and will run through July 24th.

Mari Frohne

Friends of the Roxbury Library
Call to Agenda
May 2017

To: Minor Memorial Board of Trustees

Give Local donations exceeded our expectations. Thank you for donating.

On Saturday, May 6 at 2-4 we will be sponsoring a Tea with Friends.
I will inform the library board of the success of the program at your May meeting.

On Thursday, May 4th at 5:30 we will have a talk about the history of tea by Jim from Simpson and Vail. I will let you know about attendance at the program.

Book Sale – June 2,3,4.

Book Sale sorting will continue every Saturday in May.

Donations have been very generous for the Chinese Auction. We are also looking for donations to the Silent Auction.

The cocktail party is on June 2 and we hope all board members will come.

The kitchen tour committee composed of Library Board members, Friends of the Library members and community volunteers met Saturday April 29. We are still formulating plans.

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

Arlene Kershner

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
June 12, 2017
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, Mari Frohne, Alan Johnson, Ciara Gorglione, Mary Schinke, Joan Stracks, Pam Southworth, and Mark Cohagen
Friends of the Library: Arlene Kershner

Approval of Minutes

C. Newby

May 8, 2017

A motion was made to approve the minutes of the May 8, 2017 meeting. Motion by Frohne, seconded by Southworth and carried unanimously.

Consent Agenda Reports for May 2017

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

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

Arlene Kershner reported that approximately \$8,000 net was earned from the book sale and a grant of over \$1,000 was received by the Friends from CCF.

Action Agenda

Investment Policy Statement Review/Vote P. Southworth

Pam Southworth worked with Joe Pucci from Bernstein developing an Investment Policy Statement. Mary Schinke reviewed the language and it is now being presented to the Board for their approval. It was noted that it is the Board's intention to have a professional advisor regarding investment matters and who shall not be a member of the Board. It was agreed that the statement regarding the time horizon should be added back into this policy.

A motion was made by Frohne to accept the Investment Policy Statement as amended, seconded by Cohagen and carried unanimously.

Strategic Discussion

SASF: Follow up and board assignments C. Newby

The Board agreed that they liked Sharon Danosky's presentation. Joan Stracks explained that it is important to acknowledge the donors' generosity. Cynthia Newby distributed a list of donors for each member to contact and asked the Board to make these contacts within the next month. Alan Johnson suggested a general script of essential points for contacting donors. Jeff Bennett noted a certain amount of discomfort with this process and that he is happy to participate this time, but was wondering if this is new direction the Board is going to go. The Board explained that this is not a mandatory activity for Board members. Ciara Gorglione suggested a database noting the donor's reception to each contact.

Other Business

Newcomers Welcome C. Newby

Mari Frohne and Ciara Gorglione will work with Director Roxburgh to find newcomers in town and put together a list and plan to go forward.

Hodge: Need for Meeting in July

Mari Frohne reported that the humidifier at the Hodge is broken. She is looking into getting a replacement. A Hodge meeting may be scheduled following the next Library BoT meeting. Mari Frohne will poll who will be present.

Joan Stracks reported that the Glanterniks have been kind enough to offer their kitchen for the tour. The group is thrilled and agreed that this kitchen will be huge draw. In addition to the Glanterniks' kitchen, they hope to have Booth, Keltner, Jackson, and Urban kitchens along with the distillery as part of the tour. After the tour, the group will come back to the Library for a champagne reception.

Chair Newby reminded the Personnel Committee that the annual review of the Director is due.

Teresa Roxburgh has done some research regarding improving the acoustics in the community room. The Board agreed to invite the vendor(s) to come and present their proposals' to the AV Committee. Jeff Bennett, Mark Cohagen and Pam Southworth agreed to serve on this Committee.

The Board would like to understand the Library features in relation to property values in the small towns. Chair Newby asked that the minutes be pulled regarding the decision that Bridgewater made determined to contribute more to their library budget and as it has been found to increase the property values. Mark Cohagen agreed to do this research.

Adjournment

C. Newby

A motion was made to adjourn at 6:01 P.M. by Southworth, seconded by Frohne and carried unanimously.

Respectfully submitted,
Tai Kern
Tai Kern, Secretary

TREASURER'S REPORT

Meeting: June 12, 2017

Statement as of May 31, 2017

HODGE

Hodge Checking Account	\$3,131
Hodge Savings/Endowment (S. Bernstein Account)	<u>\$384,248</u>
TOTAL	\$387,379

MINOR

*Minor Checking Account	\$13,006
Minor Savings/Endowment (S. Bernstein Account)	<u>\$631,169</u>
TOTAL	\$644,175

TOTAL BERNSTEIN SAVINGS/ENDOWMENT **\$1,015,417**

LIBRARY GRAND TOTAL **\$1,031,554**

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

Respectfully Submitted,
Pam Southworth

**Minor Memorial Library
Director's Report
MAY, 2017**

Collection:

Peter and Betty have finished their weeding project in the Biographies. I plan on working on the Fiction this summer.

Collection as of Jun. 1, 2017

Adult fiction	11,341
Adult non-fiction	11,905
Reference	886
Junior fiction	7,559
Junior Non-fiction	4,642
Video/DVD	3,552
Audio books	1,281
Music CDs	1,150
Equipment	1
Museum Passes	24
TOTAL	42,321

Personnel/Volunteers:

- No changes to personnel or volunteers.

Meetings/Workshops:

- I attended one day of the Connecticut Library Association Conference in Mystic on May 4th. Sessions I went to: Programming for Millennials (there was really good info on some new apps that libraries can use to reach this audience as well as some interesting programming ideas that perhaps we could use in partnership with Bridgewater and Washington), Library Directors' Roundtable (great for talking and networking with other Library Directors), Surviving and Thriving as a Public Library Director (with our very own Maxine Bleiweis), and a talk on public speaking and presentation skills. In all it was a very worthwhile day (and the lunch was good!)
- On the 10th I was invited to attend the monthly meeting of the Conservation Commission. We talked about possible partnership opportunities. We may end up doing something with them and the Planning Commission on Smart Growth which remains a hot topic in Roxbury.
- On the 18th I attended the monthly Bibliomation Board meeting. Not much new to report there. They are hoping for a resolution to the C-Car issue sometime in July with the implementation of new rules.

Bibliomation/Automation/Tech:

- Cynthia very generously donated a new projector and a set of speakers to the library. I am waiting on a couple of wires to get the whole thing set up, but we are in excellent shape for future presentations and movie screenings.
- C-CAR will be on hold for a couple weeks at the beginning of July so that a new delivery method can be put into place. Hopefully this relieves some of the issues that we have been experiencing.

Adult Services and Programming:

- We received a \$1000 sponsorship for the McCann Concert from CCF which we are so happy about. We are still waiting to hear back from the state about the REGI grant for the Hodge series of programs.
- Other Programs included: 1st - Book Discussion (Dead Wake)- 8, 4th - Tai Chi- 7, 4th – Simpson & Vail Tea Talk – 15, 6th – Tea with the Friends – 25, 10th – Computer Users Group – 4, 17th – Senior Book Discussion (Summer Before the War) – 9, 18th – Tai Chi – 7, 20th – Meet the Author David Leite – 12
- Our programs were not overly successful this month. The Friends are hoping that next year their tea time will have a better turn out. As it was they made almost \$300 which helps! We have noticed that as the weather gets nicer, our program attendance gets lighter. We are taking this into consideration when planning new programs.
- Tai Chi will be on hiatus until September. When it resumes we will be charging \$10/class. We discussed this with all of the regulars and they were on board. While we would love to have the classes be free, the library and the friends don't have the funds to continue to support it (the classes started out using grant funding). By charging per class we should be able to (mostly) cover the cost.

Children's Services:

- Paula had a nice turn out for all of her storytimes this month. We decided to cancel the science program originally scheduled as there are lots of sports occurring at the same time.
- We've got the full calendar of events ready for the summer. The summer reading program will start at the end of June and last through July.

Publicity:

- We are reliably receiving coverage in the local papers for our programs. I would have liked to see our Friends Tea Time and the David Leite talk included in *more* papers, but they were both mentioned in at least one.

Building and Grounds

- We have another cracked window. This one is a small panel on the door leading to the contemplation garden. A small stone probably was picked up by the lawnmower.
- The gutter over the front door is clogged. We need to get a tall ladder and some sort of scoop to clean it out.

Hodge

- No updates to report. The Hodge is getting prepped for the Book Sale.

April, 2017

Total Circulation	1234
Reference Questions	289
Visitors	1050
ILL Borrowed	81
ILL Lent	197
Volunteer Hours	35

**Programs: Adult –9 programs, 245 people
Junior –8 programs, 81 people**

May, 2017

Total Circulation	1254
Reference Questions	180
Visitors	1150
ILL Borrowed	71
ILL Lent	228
Volunteer Hours	36

**Programs: Adult –8 programs, 85 people
Junior – 8 programs, 44 people**

**Minor Memorial Library
Art Committee Report
June, 2017**

Minor Memorial Library
June 12, 2017 Board Meeting

ART COMMITTEE REPORT

The last exhibit, animal paintings by Woodbury artist Melody Asbury opened with a reception on Sat., April 22 and ran until Saturday, June 3rd.

Six paintings were sold totaling \$3700. The library will take 20%. (\$740.)

The newest show opened this past Saturday, June 10th and will run through July 24th. featuring works by Roxbury architect and artist, Phil DeVries and also includes paintings by his father and grandfather.

Mari Frohne

FUNDRAISING REPORT

As of June 5, 2017

For June 12, 2017 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

THIS YEAR'S ANNUAL GOAL FROM FUND DRIVE MAILER

BY FY END JUNE 30, 2017: \$35,000

Total Year-to-Date: \$41,949. Includes payment-processing fees of \$211.

ROXBURY PUBLIC LIBRARY

INVESTMENT POLICY STATEMENT (IPS)

The endowment assets of the Library include two funds: (1) the endowment of the Minor Memorial Library and (2) the Trust of the Hodge Memorial Library and Museum. These assets are long-term in nature and are intended to help the Roxbury Public Library Board of Trustees/Directors (the Board) accomplish its mission.

The Investment Policy Statement provides guidance to the Library's investment manager as to the Board's investment objectives, guidelines, and performance objectives/measurement.

Investment Objectives

The primary objective of the investments is to provide competitive investment results from a defensive balanced investment approach. The endowments should be managed to enhance the Fund's portfolio through total return (capital appreciation, preservation, and income), in order to meet the future spending objectives of the Fund over its time horizon. Both funds should be reviewed as one to accomplish this balanced plan.

Time Horizon: The Fund will take a long-term perspective when adopting investment strategies, and will evaluate strategies' performance over a full market cycle, usually five to ten years.

Spending Policy Objective: The annual spending rate will be calculated based on the rolling average of the Fund's year-end market values over the past three (3) [or five (5)] years. The Board will calculate the annual spending rate each year in time for adoption by January 31. Barring extraordinary changes in the economic and investment environments, the spending rate will be between 3% and 5%. The goal and challenge is to maintain this funding in perpetuity.

Roles and Responsibilities:

Responsibilities of the Board:

- Develop sound and consistent investment policy guidelines for the Investment Manager to use in making investment decisions.
- Monitor implementation of this Policy to ensure that investment decisions are in line with its goals.
- Monitor and evaluate performance results to ensure that policy guidelines are being followed and objectives met. Review reports of portfolio results and notable market observations by the Investment Manager, and meet at least annually with the Investment Manager to perform a formal review. Invite the Roxbury Board of Finance to the annual meeting. At the January meeting, ask the Board to prepare and submit questions for the Investment Manager.
- Evaluate and approve the hiring of a qualified Investment Manager.
- Replace an Investment Manager for failure to perform as expected or when changes in investment policy guidelines indicate that a change in Investment Manager is appropriate. No prior notice is required to terminate the Investment Manager from its role.
- Delegate selection of specific investments and securities to the Investment Manager.
- Select custodians (Board Chair or Treasurer) to provide safekeeping for all Fund assets and provide details of all Fund transactions to the Board. The Investment Manager can also provide custody of assets if deemed appropriate by the Board.
- Article VIII of the Bylaws states: "All checks, drafts, deposits, investments shall be signed on behalf of the library in the manner authorized by the Board from Time to time." Chair of the Board and the Treasurer are signatory individuals for the bank accounts of the Library.
- The selection and review of investment manager is subject to Board discretion. When done, the review should coincide with the Board's review of the fourth quarterly report in the year.

Responsibilities of the Investment Manager:

- Acknowledge in writing acceptance of its responsibility as a fiduciary.
- Manage the Fund in accordance with the investment guidelines, limitations, and restrictions set forth in this IPS. Ensure that all investment strategies and other services retained on behalf of the Fund are consistent with the Fund's objectives.
- Make all investment decisions on a discretionary basis regarding assets placed under its jurisdiction. Such discretion shall include decisions to buy, hold, and sell securities in amounts and proportions that reflect the Investment Manager's current investment strategy and are compatible with the Fund's investment guidelines.
- Provide the Board with quarterly investment reports and notable market observations, in light of stated objectives of this IPS. Measure performance in terms of total return in comparison to appropriate indices and risk-allocation benchmarks.
- Keep the Board informed on a timely basis of major changes in the Investment Manager's investment outlook, investment strategy, asset allocation, and other matters affecting its investment policies or philosophy.
- Promptly inform the Board in writing of any significant changes in the ownership, organizational structure, financial condition, or senior staffing of the Investment Manager's firm.
- Conduct, at a minimum, annual meetings to formally review the investment portfolio.
- Distribute information to assist the Board in conducting a timely evaluation of the Investment Manager's performance as it relates to Fund assets.
- Vote any and all proxies solicited in connection with securities held by the Fund. The Investment Manager shall keep accurate records of its proxy votes and, upon request, shall submit a report to the Board of Directors summarizing the votes cast.
- Conduct a detailed Asset Allocation Study at the inception of the assignment, and thereafter as deemed necessary by the Board. The Asset Allocation Study shall examine all relevant and appropriate asset classes available to the Fund and propose an appropriate mix of asset classes.

Risk Guidelines: The objective of this Fund is long-term growth to ensure the future health of the Endowment Assets. The Board recognizes that this goal can only be met over time if the purchasing power of the Fund increases on an inflation-adjusted basis. The relevant inflation metric will be the Consumer Price Index, or CPI. The Board recognizes that short-term market fluctuations may result in loss of capital, and that the asset value of the Fund (without any contributions or withdrawals) should grow over the long run, if it avoids excessive risk. The Investment Manager will provide a study demonstrating the expected range of volatility associated with the target allocation.

Asset Allocation: To achieve its objective, the Board, in conjunction with the Investment Manager, has established the following long-term strategic asset allocation targets.

<u>Asset Category</u>	<u>Index/Benchmark</u>	<u>Target Asset Allocation Exposure</u>	<u>Allowable Range</u>
Return-Seeking Assets	All Country World Index (ACWI)*	50%	35%–65%
US Large-Cap & SMID Stocks	S&P 500; Russell 2500		
Developed Large Cap & SMID International	MSCI EAFE		
Emerging Markets	MSCI Emerging Markets		
Risk-Mitigating Assets	US Barclays Aggregate Bond Index (USBAB)*	40%	25%–50%
Intermediate-Duration US Bonds	USBAB; Lipper International Investment		

	Grade		
Global Bonds	Barclays Global Aggregate (USD Hedged)		
Inflation Sensitive Bonds	Barclays 1–10-Year TIPS		
Diversifying Assets		10%	0%–20%
Real Assets	MSCI ACWI Commodity Producers Index		
Hedge Fund of Funds	HFRI Fund of Funds Composite		
Total		100%	

**Primary risk-weighted allocation benchmarks*

Asset types and vehicles: The Investment Manager will consider underlying costs to the Fund as well as overall diversification benefits and expected return and risk when determining the vehicles for delivering various asset classes. Selected investments should have reasonable fees that are competitive with similar offerings' fees. All performance will be reported net of fees.

- **Return-Seeking Assets:** This asset category comprises assets expected to generate more growth and more volatility than cash or risk-mitigating assets. This category may include but not be limited to: US; developed international; emerging-market and frontier-market stocks; large-cap, mid-cap, and small-cap stocks; and high-yield bonds (both US and non-US, corporate, and sovereign).
- **Risk-Mitigating Assets:** This asset category comprises assets expected to provide stability and income, to counterbalance the higher volatility of return-seeking assets. This category may include but not be limited to: high-credit quality, short- and intermediate-duration bonds (both US and non-US, corporate and sovereign, and inflation-protected and noninflationary-protected).
- **Diversifying Assets:** This asset category comprises assets expected to diversify the returns of both return-seeking and risk-mitigating assets. This category may include but not be limited to: real assets (real estate investment trusts, commodity futures, and stocks of commodity-producing companies); and, if appropriate and eligible, diversified hedge funds, including funds of funds and/or other alternative vehicles.

Performance Evaluation: The Board will evaluate the performance of the Fund and the Investment Manager in accordance with the Fund's stated time horizon. It will evaluate both the overall allocation advice and each asset category's returns.

In evaluating allocation advice, the Board will examine the performance of the Fund relative to appropriate benchmarks as well as to a risk-weighted allocation benchmark. The Fund has a Target Risk-Weighted Allocation of 60% global stocks/40% taxable bonds, when "Diversifying Assets" are assigned pro rata to "Return-Seeking" and "Risk-Mitigating" categories. Accordingly, the Risk-Weighted Allocation benchmark is 60% ACWI/40% USBAB. The benchmarks for each asset category are listed above. The Board and the Investment Manager will review the choice of benchmarks for each asset category at least annually.

Reporting: The Investment Manager is expected to provide monthly statements and quarterly performance reports that include: performance against the stated benchmarks, valuation, asset allocation and cash flow summary.

Prohibited Investments: The portfolio is prohibited from investing in private placements and unregistered or restricted stock and trading on margin.

Overlay Portfolios: The “Long-Term Strategic Asset Allocation Target,” permits investments in overlay portfolios to complement the long-term strategic asset allocation. Portfolio overlay strategies are designed to manage short-term portfolio risk and mitigate the effect of extreme outcomes. The Overlay Portfolios may be regulated mutual funds.

Investments in the Overlay Portfolios may cause the Fund’s overall exposure to return-seeking, risk-mitigating, and diversifying asset categories and classes to vary from the target allocations specified above, when deemed appropriate by the Investment Manager in order to protect against sustained market risks, and may give the Fund exposure to asset classes not contemplated above.

Rebalancing: The Investment Manager will rebalance among the above asset categories solely in accordance with its own rebalancing rules: internal rebalancing rules in effect from time to time which may result in portfolio exposure to an asset category that may be above or below the above stated maximum/minimum target range.

Commingled Vehicle Guidelines: Investments in mutual funds, hedge funds, other alternative investments, and other commingled investment vehicles are permitted. It is understood that assets invested in such commingled vehicles will be managed solely in accordance with the investment policies, procedures, and guidelines set forth in the prospectus or other relevant document for such commingled vehicle, notwithstanding anything to the contrary in this Statement of Investment Policy.

Investment Advisory Fees: For services rendered as detailed in this IPS, the Fund has agreed to compensate the Investment Manager.

Investment Guidelines: The account should be able to provide a real rate of return above inflation. The specific performance objective is to achieve a return over time in excess of the CPI by 3% per year. The Board expects the investment manager to be in the top 25% of all investment advisors with a comparable approach in each five-year period.

Performance Objective Measurement:

Each quarter the investment manager will review the Library’s fund performance against its long-term objectives:

In Effect:

This policy is in effect until otherwise amended in writing by the Board.

Approved by the Roxbury Public Library Board on June 12, 2017

Cynthia Newby, Chair

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
July 10, 2017
MINUTES**

CALL TO ORDER:

Cynthia Newby, Chairwoman, called the meeting to order at 5:13 P. M.
Board of Trustees Present: Cynthia Newby, Jeff Bennett, Mari Frohne, Ciara Gorglione, and Pam Southworth
Friends of the Library: Arlene Kershner
Director: Teresa Roxburgh

Approval of Minutes

C. Newby

June 12, 2017

The name Mari Frohne was replaced with Mary Schinke with regard to the newcomers' list. The spelling of "part" was corrected.

A motion was made to approve the minutes of the June 12, 2017 meeting as corrected. Motion by Southworth, seconded by Bennett and carried unanimously.

Consent Agenda Reports for June 2017

Treasurer's Report

P. Southworth

Director's Report

T. Roxburgh

Art Report

M. Frohne

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

Friends Report

A. Kershner

The Friends have agreed to purchase a new set of light weight folding tables with the agreement that they will use them for the book sale as needed. The Friends will begin selling books on Amazon, but were cautioned to leave some good finds to draw collectors into the book sale.

Action Agenda - N/A

Strategic Discussion

SASF: Follow up Discussion

Board

The Board reported that they reached out to those who donated as discussed at the last meeting.

Final Fundraising Report/2017-2018 Mailer

C Newby

The fundraising report was distributed. Teresa Roxburgh will follow-up on the mailers.

Other Business

Newcomers Welcome

C. Gorglione/M. Schinke

The Committee reported that they will have an official meeting at the beginning of August.

AV Committee

T. Roxburgh

The AV Committee will meet next week to decide what they would like for AV equipment in the Community Room.

Kitchen Tour

J. Stracks

Cynthia Newby reported that they are trying to get a commitment from one more kitchen. The Committee will meet August 31st to get geared up for the November tour. A presentation regarding the plans going forward will be made at the September meeting.

Program Committee/McCann Plans, Volunteers

T. Roxburgh

Preparations for the McCann Concert were discussed. This year's performer will be Liz Childs who will do a selection from the 1930s in celebration of the Hodge's anniversary. Teresa Roxburgh will send out assignments to volunteers.

Director Roxburgh reported that programs coming up include a Charlie Chaplin series, a past lives discussion, the holiday book sale, a friendship movie celebration in honor of friendship week. A children's program about what life was like in the colonial era and a series of programs to be held at the Hodge on Connecticut life during the 30s will take place in October.

Review: Saturdays with Teresa

T. Roxburgh

Teresa Roxburgh reported on a drop-in program for one on one help for technical assistance being offered on a monthly basis. There is a new topic each Saturday.

Review: Executive Committee

C. Newby

Cynthia Newby reported that the Executive Committee consists of the BoT Chair, Hodge Chair, Secretary and Treasurer.

Mari Frohne announced that she is stepping down from the Board. She will be available for volunteer opportunities, but feels that it is time for a break as a Board member after 13 years. The Board thanked her for all her hard work over all these years.

Adjournment

C. Newby

A motion was made to adjourn at 5:51 P.M. by Southworth, seconded by Frohne and carried unanimously.

Respectfully submitted,
Tai Kern
Tai Kern, Secretary

**ROXBURY PUBLIC LIBRARY
HODGE BOARD
REGULAR MEETING
July 10, 2017
MINUTES**

CALL TO ORDER:

Mari Frohne, Chairwoman, called the meeting to order at 5:52 P. M.

Board of Trustees Present: Cynthia Newby, Mari Frohne, and Pam Southworth

Friends of the Library: Arlene Kershner

Director: Teresa Roxburgh

- Hodge will be tentatively part of the Conn. League of Historic Organization which is a web-based archive for Museum collections. No start date yet. Inventory can start once it's available.

Teresa Roxburgh reported that an online archive is being developed and access to the databases can be gained for \$300. She applied to be part of this and is waiting for confirmation that they have been accepted. This will be a good way to inventory the Hodge and this information will be kept in perpetuity.

- Need to move Baldwin Collection downstairs in Hodge and whatever items are at Minor need to go back to Hodge. Need volunteers.

Mari Frohne will send out an e-mail to further organize. It was suggested that the Boy Scouts would be a good option for this volunteer opportunity.

- Attic Clean-out – Need volunteers. (Set date?)

It was suggested that once the clean out is complete a professional cleaning service/pest control should be hired.

- Dehumidifier broken – Alan?

Jeff Bennett reported that the water line was wedged in the door and it should work better now that the tube is no longer kinked. He recommends a larger tube to prevent bacteria and agreed to make this fix.

- Should locks be changed? (Not sure who has keys)

It was agreed that if the Hodge begins to be used more for collections they may consider getting the door rekeyed.

- Post Book Sale needs (Arlene)

Arlene Kershner reported that the new books are already coming in and there is the typical storage problem.

- Discuss changing cleaning schedule to every other month instead of monthly.

Director Roxburgh will make this determination.

- Upcoming Events at Hodge (Pending funding) Four (4) Free Historic Lectures. Will host at least one (Teresa)
This topic was discussed during BoT meeting.

- 2017 is the 80th anniversary of the Hodge. It was agreed that the McCann concert will serve as this celebration.

Adjournment

A motion was made to adjourn at 6:14 P.M. by Newby, seconded by Frohne and carried unanimously.

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
July 10, 2017
MINUTES**

CALL TO ORDER:

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Adjournment

C. Newby

A motion was made to adjourn at 5:51 P.M. by Southworth, seconded by Frohne and carried unanimously.

Respectfully submitted,
Tai Kern
Tai Kern, Secretary

**ROXBURY PUBLIC LIBRARY
HODGE BOARD
REGULAR MEETING
July 10, 2017
MINUTES**

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Art Committee Report
July, 2017**

Minor Memorial Library
July 10, 2017 Board Meeting

ART COMMITTEE REPORT

The newest show opened Saturday, June 10th and will run through July 24th. featuring works by Roxbury architect and artist, Phil DeVries and also includes paintings by his father and grandfather. To date, 9 paintings and 12 print portfolios have sold for a total of \$8,010. The library's 20% cut of this is \$1,602. (20%).

The next show opens Saturday, July 29 with paintings by Roxbury artist Katie Re' Scheidt. The show will run through Sept. 11th.

Mari Frohne

TREASURER'S REPORT

Meeting: July 10, 2017

Statement as of June 30, 2017

HODGE

Hodge Checking Account	\$3,481
Hodge Savings/Endowment (S. Bernstein Account)	<u>\$382,958</u>
TOTAL	\$386,439

MINOR

*Minor Checking Account	\$3,625
Minor Savings/Endowment (S. Bernstein Account)	<u>\$629,093</u>
TOTAL	\$632,718

TOTAL BERNSTEIN SAVINGS/ENDOWMENT **\$1,012,051**

LIBRARY GRAND TOTAL **\$1,019,157**

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

Respectfully Submitted,
Pam Southworth

**Minor Memorial Library
Director's Report
June, 2017**

Collection:

- We have begun weeding the Fiction section. Betty and I are also working on completing our Rules of Entry for the library.
- We have processed in the collection of graphic novels that were donated to the library. We have also received a few other high-quality donations that we are adding to our collection.

Collection as of Jul. 1, 2017

Adult fiction	11,319
Adult non-fiction	11,866
Reference	888
Junior fiction	7,603
Junior Non-fiction	4,680
Video/DVD	3,559
Audio books	1,282
Music CDs	1,150
Equipment	1
Museum Passes	<u>24</u>
TOTAL	42,372

Personnel/Volunteers:

- We had a staff meeting on June 22nd. We discussed how to handle difficult patrons, fine forgiveness, the use of cell phones in the library, the summer reading program, and our 17/18 budget.
- Becky Wheeler has started volunteering at the library. She is a very quick learner and has been a huge help already.

Meetings/Workshops:

- On Monday the 19th I went to Shepaug to check out their new MakerSpace. Jean Chapin from the Gunn was there as well. I have talked with the staff at Bridgewater about possibly sharing resources for library makerspaces.
- On the 20th I attended the annual Bibliomation meeting in Somers. There were no major updates. Mostly wait-and-see with the state budget in regards to library cuts.

Bibliomation/Automation/Tech:

- Our new A/V system is set up. We have a new projector and speakers. Both work great and have made a huge difference in quality. Our DVD player is on the fritz however and will need to be replaced.
- Our fiber install was supposed to happen in June but it has been delayed. We are currently only using out Charter connection for our internet until CEN is back up.

Adult Services and Programming:

- In June we only had a few programs. Phil deVries' art opening was a huge success and we have sold several items so far. On the 15th Will Siss presented on Connecticut Beer. We had about 18 people in attendance. Everyone seemed to really enjoy the program and it brought in some new faces. On Saturday 17th I hosted my first "Saturdays with Teresa" program. It was a drop-in program focusing on downloading e-books. There was a steady stream of people all day (about 6 in all) and I was able to spend at least 30 minutes with each person.
- In Sarah's absence I have begun scheduling our programs for the fall/winter. We are still hoping for some grant funding to help with the planned Hodge programs in October.

Children's Services:

- The Summer Reading Program kicked off with the Recreation Commission on the 23rd. It was a lot of fun being a part of the big party. We had several kids sign up at the event. For 5 weeks there will be Movies and Popcorn on Mondays, an entertainer on Saturday mornings, and storytimes twice a week (Wednesday and Friday)

Publicity:

- Phil deVries' art opening received good coverage as did our summer kick-off (front page!)

Building and Grounds

- I have asked the town to take care of the broken window pane. I haven't heard yet whether or not they actually will.
- Two of our air-conditioning units broke. As the other units are working we will be waiting until July to fix them so the bill falls in the next fiscal year.
- Tovah planted our front planters and they look beautiful!

Hodge

- The book sale was a success this year. Sales outpaced the previous two years.
- I believe we will be a part of the Connecticut League of Historical Organization's online database project, but I am still waiting on confirmation.

Friends

- The Friends have agreed to purchase a new set of tables (probably from Costco to match the ones over at the Hodge). My hope is that these can replace the heavy ones we are currently using for our programs. We will just need to make sure we have them available for the Friends to use during their annual book sale.
- I have purchased a barcode scanner for the Friends to use. They are planning on going through book donations on occasion and selling some to Amazon.

May, 2017

Total Circulation	1254
Reference Questions	180
Visitors	1150
ILL Borrowed	71
ILL Lent	228
Volunteer Hours	36

**Programs: Adult –8 programs, 85 people
Junior – 8 programs, 44 people**

June, 2017

Total Circulation	1295
Reference Questions	333
Visitors	1530
ILL Borrowed	57
ILL Lent	173
Volunteer Hours	48

**Programs: Adult –7 programs, 280 people
Junior – 8 programs, 167 people**

FUNDRAISING REPORT: FINAL

As of June 30, 2017

For July 10, 2017 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

THIS YEAR'S ANNUAL GOAL FROM FUND DRIVE MAILER

BY FY END JUNE 30, 2017: \$35,000

Final Total: \$42,649. Includes payment-processing fees of \$211.

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
September 11, 2017
MINUTES**

CALL TO ORDER:

Cynthia Newby, Chairwoman, called the meeting to order at 5:02 P. M.

Board of Trustees Present: Cynthia Newby, Jeff Bennett, Joan Stracks, Alan Johnson, Kathleen Keefe, Mark Cohen

Friends of the Library: Arlene Kershner and nine other members of the Friends Board of Directors

Director: Teresa Roxburgh

Introduction of New Board Member Kathleen Keefe

Chair Newby introduced and welcomed new member Kathleen Keefe. Ms. Keefe shared a bit about herself with the group.

Joint Meeting, BOT and Friends of the Roxbury Library BOD

Presentation of Kitchen Tour Committee recommendations/plans

Arlene Kershner and Joan Stracks reviewed the plans for the unique kitchen tour planned for November 11th 11am to 3:30. She suggested that committees be set up to cover each aspect of the tour. Food planning and interviews with the hosts are underway. It is important to respect the privacy of the hosts. Tickets and maps will be purchased at the Library. After the tours everyone will be invited back to the Library for a champagne reception. The purpose of the event is to start building a fund to install new updated audiovisual equipment in the Community Studio of the Library.

It was suggested that tickets be available for purchase at places other than the Library and online, which the Committee will consider. The group was encouraged to consider other fundraising initiatives that may be appropriately incorporated, such as a raffle during the reception.

Call for volunteers

The group reviewed the sign-up list. Each location will have a captain who is a member of the one of the boards. An e-mail will go out listing the house assignments. There will also be a need for help with ticket sales, publicity, parking, reception, and raffle. There will be a meeting of the Committee every Wednesday at 4:30 to review the plans for this fundraising event.

Approval of Minutes

C. Newby

July 10, 2017

A motion was made to approve the minutes of the July 10, 2017 meeting. Motion by Johnson, seconded by Bennett and carried unanimously.

Consent Agenda Reports for August 2017

Treasurer's Report

P. Southworth

Director's Report

T. Roxburgh

Art Report

M. Frohne

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

Friends Report

A. Kershner

It was noted that the meeting schedule was distributed and sign-ups will be determined as 2018 closer approaches.

Regular(Oral) Reports

Programming

T. Roxburgh

Director Roxburgh reported that they have a full schedule through February. They are thinking about some new ideas such as science programs for adults. They have not received a grant from the State for the Hodge program. The

Library has been receiving good coverage in the newspapers. Heart and Soul is already booked for the McCann concert next year.

Front Steps Lighting Repair

T. Roxburgh/A. Johnson

Director Roxburgh has contacted the electrician to review the problem and advise of the options. Joan Stracks reported that the walkway in the island is uneven and should be looked at for safety purposes. Johnson said he would examine the problem and attempt to fix it first.

Status of Annual Fund Raiser

C. Newby

Cynthia Newby reported that they are off to good start with Annual Fund Raiser. A good explanation has been included differentiating between the Library and the Friends annual campaigns.

Action Agenda - N/A

Strategic Discussion

Holiday closures

T. Roxburgh

Director Roxburgh reviewed the policy on holiday closures. Many Libraries that are open fewer hours are either open the observed day or the holiday itself. It was agreed that the personnel policy will be edited to allow for flexibility to determine what best serves the public.

Other Business

AV Committee

T. Roxburgh

The AV Committee will arrange to view the AV system at Hollister House Gardens in Washington and at the Sherman Public Library. The Committee will report on their findings at the October meeting.

Review: Saturdays with Teresa

T. Roxburgh

Teresa Roxburgh reported that she held a session in July for which there was no response. She did not offer one in August. She will hold a session in September on social media.

The next meeting of the BoT will be held Wednesday, October 11th.

Adjournment

C. Newby

A motion was made to adjourn at 6:15 P.M. by Stracks, seconded by Johnson and carried unanimously.

Respectfully submitted,
Tai Kern
Tai Kern, Secretary

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
September 11, 2017
MINUTES**

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Chair Newby introduced and welcomed new member Kathleen Keefe. Ms. Keefe shared a bit about herself with the group.

Joint Meeting, BOT and Friends of the Roxbury Library BOD

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Art Report

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T. Roxburgh/A. Johnson

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Action Agenda - N/A

Strategic Discussion

Holiday closures

T. Roxburgh

Director Roxburgh reviewed the policy on holiday closures. Many Libraries that are open fewer hours are either open the observed day or the holiday itself. It was agreed that the personnel policy will be edited to allow for flexibility to determine what best serves the public.

Other Business

AV Committee

T. Roxburgh

The AV Committee will arrange to view the AV system at Hollister House Gardens in Washington and at the Sherman Public Library. The Committee will report on their findings at the October meeting.

Review: Saturdays with Teresa

T. Roxburgh

Teresa Roxburgh reported that she held a session in July for which there was no response. She did not offer one in August. She will hold a session in September on social media.

The next meeting of the BoT will be held Wednesday, October 11th.

Adjournment

C. Newby

A motion was made to adjourn at 6:15 P.M. by Stracks, seconded by Johnson and carried unanimously.

Respectfully submitted,
Tai Kern
Tai Kern, Secretary

**Minor Memorial Library
Director's Report
JULY/AUGUST, 2017**

Collection:

- Joan and Paula have been working on weeding more in the children's non-fiction. We have also weeded out much of the children's reference collection to make more room for teen materials.
- Betty, Peter, and Jan continue to weed the Adult Fiction. They are making excellent progress.
- I recently purchased a ROKU for the library along with a Netflix subscription. I hope to have it available for circulation by the end of September. It will be available for a 3-day check out to Roxbury residents only.
- Betty and I have finished working on the rules of entry for the adult materials. I will be working with Paula on the children's rules next.
- We were without our statewide delivery service for the beginning of July and so our stats are slightly lower than they might have otherwise been. But, in all, it has been a busier-than-normal summer.

Collection as of SEPT. 1, 2017

Adult fiction	11,117
Adult non-fiction	11,916
Reference	886
Junior fiction	7,668
Junior Non-fiction	4,593
Video/DVD	3,577
Audio books	1,297
Music CDs	1,158
Equipment	1
Museum Passes	<u>24</u>
TOTAL	42,291

Personnel/Volunteers:

- Sarah is back at work on a limited basis and is working on scheduling our programs for the coming months

Meetings/Workshops:

- Summer is a quiet time for meetings. I had one Bibliomation Board meeting on August 17th.

Bibliomation/Automation/Tech:

- In September Bibliomation will be installing a rack for the fiber equipment. We will be reimbursed through a state grant.

Adult Services and Programming:

- We had very few adult programs over the summer. Just one art opening and the McCann concert. Both have been extremely successful. The art opening has generated a few thousand dollars for the library and the McCann Concert featuring Liz Childs brought in about 140 people.
- Sarah is back with us on a limited basis and has been working hard filling our calendar with great events for the coming months. We are already planning for winter 2018 and have a slate of literary, film, and science programs ahead.

Children’s Services:

- Our Summer Reading Program participation has seen a dip this year, but that seems to be trend at many libraries. We had 61 children register. All in all it was a great success. Our donors this year were quite generous and we received an estimated value of \$945 in prizes for this children (in the form of passes, certificates, and goodies). Each week we had a different performer as well as movies and popcorn every Monday. Our most popular program was our finale on July 29th. We were supposed to have a ceramic therapist come and work with the kids on creating clay sculptures but she cancelled at the last minute. Paula and some wonderful volunteers hosted the program themselves (I bought lots of clay at the craft store) and it turned out wonderfully.
- Paula is preparing for the school year with a fun schedule of events starting in September with an interactive program on the lives of colonial children and continuing with monthly science programs.

Publicity:

- We received great coverage for our programs this summer including our summer reading program, Katie Re Scheidt’s opening , and our McCann Concert.

Building and Grounds

- Joseph recently did some fixing up around the library. He painted the alcove where the copy machine is located, replaced some bulbs in the community studio, and weeded and swept out front.

Hodge

- We have been receiving lots of book donations. A few of the Friends have been coming to the library on occasion to find books that they can sell through Better World Books. They have requested that I purchase a portable wifi service so that they can continue looking up books at the Hodge (where there is no internet access currently).

Friends

- Please see above.

July, 2017

Total Circulation	1741
Reference Questions	746
Visitors	1792
ILL Borrowed	36
ILL Lent	105
Volunteer Hours	34

**Programs: Adult –1 programs, 107 people
Junior – 8 programs, 222 people**

August, 2017

Total Circulation	1584
Reference Questions	400
Visitors	1593
ILL Borrowed	58
ILL Lent	222
Volunteer Hours	20

**Programs: Adult –6 programs, 152 people
Junior –5 programs, 34 people**

TREASURER'S REPORT

Meeting: Sept 11, 2017

Statement as of July 31, 2017

HODGE

Hodge Checking Account	\$3,753
Hodge Savings/Endowment (S. Bernstein Account)	<u>\$387,141</u>
TOTAL	\$390,894

MINOR

*Minor Checking Account	\$18,668
Minor Savings/Endowment (S. Bernstein Account)	<u>\$635,914</u>
TOTAL	\$654,582

TOTAL BERNSTEIN SAVINGS/ENDOWMENT **\$1,023,055**

LIBRARY GRAND TOTAL **\$1,045,476**

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

Respectfully Submitted,
Pam Southworth

TREASURER'S REPORT

Meeting: Sept 11, 2017

Statement as of August 31, 2017

HODGE

Hodge Checking Account	\$4,107
Hodge Savings/Endowment (S. Bernstein Account)	<u>\$385,605</u>
TOTAL	\$389,712

MINOR

*Minor Checking Account	\$5,491
Minor Savings/Endowment (S. Bernstein Account)	<u>\$637,754</u>
TOTAL	\$643,245

TOTAL BERNSTEIN SAVINGS/ENDOWMENT **\$1,023,359**

LIBRARY GRAND TOTAL **\$1,032,957**

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

Respectfully Submitted,
Pam Southworth

FRIENDS OF THE ROXBURY LIBRARY 2017

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Karin Irwin, **Secretary**
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860-927-6034 work
[**irwink@kent-school.edu**](mailto:irwink@kent-school.edu)

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Nina Shimer
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[**jshime@hotmail.com**](mailto:jshime@hotmail.com)

Adele Tarlton, **Treasurer**
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[**adeletarlton@yahoo.com**](mailto:adeletarlton@yahoo.com)

Bonnie Westerberg
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Cell 203-417-8607
[**bonniew123@aol.com**](mailto:bonniew123@aol.com)

Amy Yarbrough
41 Squire Road
860-355-2091
cell 203-217-9199
[**atymistyvalley1@outlook.com**](mailto:atymistyvalley1@outlook.com)

To the Board

From Paula Lazeski

Katie Re Schreidt sales to date: \$16,875

Commission to Library (20%): \$3375

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
October 11, 2017
MINUTES**

CALL TO ORDER:

Cynthia Newby, Chairwoman, called the meeting to order at 5:09 P. M.
Board of Trustees Present: Cynthia Newby, Jeff Bennett, Joan Stracks, Kathleen Keefe, Mark Cohagen, Pam Southworth, Ciara Gorglione, Mary Schinke
Friends of the Library: Arlene Kershner
Director: Teresa Roxburgh

Approval of Minutes

C. Newby

September 11, 2017

A motion was made to approve the minutes of the September 11, 2017 meeting. Motion by Cohagen, seconded by Bennett and carried unanimously.

Consent Agenda Reports for August 2017

Treasurer's Report

P. Southworth

Director's Report

T. Roxburgh

Art Report

P. Lazeski

Friends Report

A. Kershner

Fundraiser

C. Newby

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

Regular(Oral) Reports

Programming

T. Roxburgh

Programs are scheduled through February. A Programming Committee meeting is expected to be held in the near future. The Library has applied for a grant to run a series of conservation based programs for both adults and children. Arlene Kershner commented on the low attendance at the last program at the Hodge and encouraged everyone to spread the word about the wonderful programs being held on Thursdays.

Front Steps Lighting Repair

T. Roxburgh/A. Johnson

Director Roxburgh reported that the electrician is looking into different types of fixtures that will be appropriate for that space. She agreed to touch base with him weekly so that this will be completed before the winter.

Kitchen Tour Update

J. Stracks

Joan Stracks reported that tickets are being sold. They have received a grant from CCF. There are six very different kitchens on the tour. The charge for volunteers has been dropped to \$20. They are working on coordinating the parking and recipes. A postcard regarding this event to all library donors will be delivered in about a week.

Action Agenda - N/A

Strategic Discussion

Review, 2016-2017 Budget vs Actual

P. Southworth

Pam Southworth distributed a Cash Flow -Actual vs Budget July 1, 2016-June 30, 2017 report along with a Year End Budget Review Highlights report. She commented that it was a very good year, Roxbury is a very generous town and the Library receives a lot of support by way of donations and fundraising. She reviewed the endowments noting that they ended the year at a little over 1 million. They continue to draw the recommended 5 percent. Pam Southworth reviewed some details of the variances between this year and last year.

It was confirmed that the Town of Roxbury carries all the benefits for the one salaried employee, Teresa Roxburgh, as well as Workers Compensation Insurance for all of the Library employees. The Town also covers the cost of the auditor and cares for the exterior of the building.

The budget process was reviewed and it was noted that this year they are starting early on the process. Pam Southworth requested that members make their suggestions in November and December so that the Board will be ready for discussion in January.

Discussion: Nov 13 Election of Board Officers/Hodge Officers C. Newby
Cynthia Newby reported that they met with the Town Attorney who recommended that the Library go to the State to request an amendment to the Hodge directive to allow for the change from 5 members to 9 members. The Town Attorney was approved to take this appeal to the Attorney General.

Committees Update C. Newby
The group agreed that if members change is approved by the Attorney General then the Hodge will be run by way of committee.

Other Business

AV Committee P. Southworth/A. Johnson/J. Bennett
Jeff Bennett and Mark Cohagen reported that Jeff Cooper reviewed the current AV system and made recommendations regarding acoustics for the Community Room. A continuous fabric structure of about 3 to 4 inches to cover the ceiling was recommended. The cost of this would be approximately \$35,000. The official proposal will be available next week.
The group agreed that this will require a lot more evaluation to determine which direction they decide upon.

Kanopy T. Roxburgh
Director Roxburgh reported that Kanopy is one option for digital media streaming. She will do an analysis of all the available options and return to the Board with her recommendation. She agreed to do a survey to determine the patrons' preferences. She reported that she purchased a Roku device that will be available for checkout.

Holiday Schedule T. Roxburgh
The Library will be open Friday and Saturday for Veterans' Day weekend. The entire 4 day Thanksgiving weekend the Library will be closed and will also be closed Sunday, Monday, and Tuesday for both Christmas and New Year's Eve.

Adjournment C. Newby
A motion was made to adjourn at 6:21 P.M. by Schinke, seconded by Southworth and carried unanimously.

Respectfully submitted,
Tai Kern
Tai Kern, Secretary

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BOARD OF TRUSTEES
REGULAR MEETING
October 11, 2017
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Director: Teresa Roxburgh

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Review, 2016-2017 Budget vs Actual

P. Southworth

Pam Southworth distributed a Cash Flow -Actual vs Budget July 1, 2016-June 30, 2017 report along with a Year End Budget Review Highlights report. She commented that it was a very good year, Roxbury is a very generous town and the Library receives a lot of support by way of donations and fundraising. She reviewed the endowments noting that they ended the year at a little over 1 million. They continue to draw the recommended 5 percent. Pam Southworth reviewed some details of the variances between this year and last year.

It was confirmed that the Town of Roxbury carries all the benefits for the one salaried employee, Teresa Roxburgh, as well as Workers Compensation Insurance for all of the Library employees. The Town also covers the cost of the auditor and cares for the exterior of the building.

The budget process was reviewed and it was noted that this year they are starting early on the process. Pam Southworth requested that members make their suggestions in November and December so that the Board will be ready for discussion in January.

Discussion: Nov 13 Election of Board Officers/Hodge Officers C. Newby
Cynthia Newby reported that they met with the Town Attorney who recommended that the Library go to the State to request an amendment to the Hodge directive to allow for the change from 5 members to 9 members. The Town Attorney was approved to take this appeal to the Attorney General.

Committees Update C. Newby
The group agreed that if members change is approved by the Attorney General then the Hodge will be run by way of committee.

Other Business

AV Committee P. Southworth/A. Johnson/J. Bennett
Jeff Bennett and Mark Cohagen reported that Jeff Cooper reviewed the current AV system and made recommendations regarding acoustics for the Community Room. A continuous fabric structure of about 3 to 4 inches to cover the ceiling was recommended. The cost of this would be approximately \$35,000. The official proposal will be available next week.
The group agreed that this will require a lot more evaluation to determine which direction they decide upon.

Kanopy T. Roxburgh
Director Roxburgh reported that Kanopy is one option for digital media streaming. She will do an analysis of all the available options and return to the Board with her recommendation. She agreed to do a survey to determine the patrons' preferences. She reported that she purchased a Roku device that will be available for checkout.

Holiday Schedule T. Roxburgh
The Library will be open Friday and Saturday for Veterans' Day weekend. The entire 4 day Thanksgiving weekend the Library will be closed and will also be closed Sunday, Monday, and Tuesday for both Christmas and New Year's Eve.

Adjournment C. Newby
A motion was made to adjourn at 6:21 P.M. by Schinke, seconded by Southworth and carried unanimously.

Respectfully submitted,
Tai Kern
Tai Kern, Secretary

**Minor Memorial Library
Director's Report
SEPTEMBER, 2017**

Collection:

- We have received several nice donations lately. We've been able to add quite a few titles to our DVD, non-fiction, and YA collections which is great!
- Betty and Peter continue to work on weeding the Fiction. We'll need to start on the J Fiction very soon.

Collection as of OCT. 1, 2017

Adult fiction	11,121
Adult non-fiction	11,946
Reference	886
Junior fiction	7,699
Junior Non-fiction	4,598
Video/DVD	3,595
Audio books	1,305
Music CDs	1,158
Equipment	1
Museum Passes	<u>24</u>
TOTAL	42,333

Personnel/Volunteers:

- No changes to personnel or volunteers

Meetings/Workshops:

- On the 14th we had our fall staff meeting. Janet Morgan, the Fire Marshall, was supposed to come by to talk to staff about fire evacuations. Unfortunately, she didn't make it, but she came by later to go over what we all should do in the event of an emergency.
- I attended the monthly Bibliomation Board meeting on 21st

Bibliomation/Automation/Tech:

- We have fiber!!!!!! Installation went very smoothly and our connection is twice as fast as it used to be. We are keeping our WiFi separate for now until we can see what our fiber usage is like. If it's low enough (and it probably will be) we'll cancel our Charter WiFi and only use the fiber.

Adult Services and Programming:

- We are back with a full slate of programs this fall. In September we hosted two adult programs including a talk on Past Lives with Cathy Soukup and the Jancz-Urban family. It was well attended with 25 people. On the 23rd Doug Winkel started his Charlie Chaplin series with a screening of the Immigrant and an interesting talk on Chaplin's early career. Unfortunately it was a beautiful day so attendance was lower than we would have liked with 20 people.
- Sarah attended a meeting of the Conservation Commission and is working on a series of programs with them. We are applying for a grant through CCF to pay for the series.

Children's Services:

- Storytime and Lapsit got started again in September. Because the local day care closed recently we have a few more little ones coming to these.
- Paula hosted three children's programs this month including a Pinata workshop on the 11th and 18th after school. This was open to all of the kids at Booth and we had a great turnout of 15 children each Monday. It was messy but fun. On the 16th Velya Jancz-Urban hosted her not-so-good life of colonial kids. It wasn't a great turn out with only 12 attendees but everyone had fun and learned something new. On the 22nd Janet Marshall came by and talked to children and their parents about fire safety. Russ Wheeler also brought the fire truck over so the kids could explore. It was a huge success and I hope we'll get to do it again.

Publicity:

- We have had fairly good coverage for our programs. Chaplin was on the front page of Country Life though we didn't get any coverage for our first Hodge program in October.

Building and Grounds

- Tom Kowalski (electrician) is doing some research to find the easiest solution to our front steps issue.

Hodge

- We have a series of programs at the Hodge in October.
- A few of the Friends have started sorting and organizing at the Hodge in preparation for the December book sale.
- I purchased a new dehumidifier for the Hodge and it seems to be working well. The only issue is getting it to drain outside.

Friends

- Please see above.

August, 2017

Total Circulation	1584
Reference Questions	400
Visitors	1593
ILL Borrowed	58
ILL Lent	222
Volunteer Hours	20

Programs: Adult –6 programs, 152 people
Junior –5 programs, 34 people

September, 2017

Total Circulation	1106
Reference Questions	270
Visitors	1513
ILL Borrowed	71
ILL Lent	149
Volunteer Hours	27

Programs: Adult – 5 programs, 150 people
Junior –9 programs, 86 people

TREASURER'S REPORT

Meeting: Oct 9, 2017

Statement as of September 30, 2017

HODGE

Hodge Checking Account	\$4,409
Hodge Savings/Endowment (S. Bernstein Account)	<u>\$391,115</u>
TOTAL	\$395,524

MINOR

*Minor Checking Account	\$7,804
Minor Savings/Endowment (S. Bernstein Account)	<u>\$642,384</u>
TOTAL	\$650,188

TOTAL BERNSTEIN SAVINGS/ENDOWMENT **\$1,033,499**

LIBRARY GRAND TOTAL **\$1,045,712**

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

Respectfully Submitted,
Pam Southworth

FUNDRAISING REPORT

As of Sept. 30, 2017

For Oct 11, 2017 Meeting

PREVIOUS ANNUAL FUND DRIVE TOTALS

2002-2003: \$22,595

2003-2004: \$23,675

2004-2005: \$23,880

2005-2006: \$32,404

2006-2007: \$31,080

2007-2008: \$31,745

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

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

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

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

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

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

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

2015-2016 \$39,760

2016-2017 \$42,649

THIS YEAR'S ANNUAL GOAL FROM FUND DRIVE MAILER AND FUND RAISING EVENTS

BY FY END JUNE 30, 2018: \$35,000

Contributions to date: \$14,477

Art show report:

1. Five of Paul's photos have sold for total sales so far of \$2300+. Show ends 11-11-17 HOPE more sell!!!!

2. Next Show: Barry Blitt, Opening, Sat., Nov. 18, 2 to 4. Along with original drawings & sketches, Barry's new book "Blitt" will be available for sale & signing the day of the opening only. We are expecting a big crowd, I will definitely need help at the sales table and Renee might need help with set up, serving & clean up. Fran from Hickory Stick will sell the books which can be charged to a credit card. The art work at this point is cash or check only.

3. I am in the process of rewriting the Exhibition Procedures document given to artists who inquire about having a show, it is in dire need of updating

4. Shows are scheduled thru to the end of 2018 and going into 2019 already. Requests for info and applying to the gallery are numerous .

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
November 13, 2017
MINUTES**

CALL TO ORDER:

Cynthia Newby, Chairwoman, called the meeting to order at 5:09 P. M.
Board of Trustees Present: Cynthia Newby, Joan Stracks, Kathleen Keefe, Mark Cohagen, Pam Southworth, Ciara Gorglione, Mary Schinke, Alan Johnson
Friends of the Library: Arlene Kershner
Director: Teresa Roxburgh

Approval of Minutes

C. Newby

October 11, 2017

A motion was made to approve the minutes of the October 11, 2017 meeting. Motion by Keefe, seconded by Gorglione and carried unanimously.

Consent Agenda Reports for October 2017

Treasurer's Report

P. Southworth

Director's Report

T. Roxburgh

Art Report

P. Lazeski

Friends Report

A. Kershner

Fundraiser

C. Newby

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

Arlene Kershner reported that the Friends increased their yearly contribution by \$1000 to \$16,000.

Regular(Oral) Reports

Programming

T. Roxburgh

Director Roxburgh reported that they are working on submitting grant applications for programming funding. Tovah Martin will be doing a program in the spring.

Front Steps Lighting Repair

T. Roxburgh/A. Johnson

The Library has requested that the Town fund the repair of the lighting of the front steps. The Library has not yet heard back from them. The cost will be approximately \$5,000. Director Roxburgh has requested that the replacement lights be ordered before the evenings get much darker.

Kitchen Tour Recap

J. Stracks

Director Roxburgh reported that almost 200 people were in attendance and that approximately \$8,000 was collected. Pam Southworth reviewed the expenses and the group determined that they exceeded their goal. Feedback was all good and those in attendance were grateful to those who opened their homes so graciously for this event.

Action Agenda

Approval of Personnel Policy

T. Roxburgh

Director Roxburgh reported that each year a holiday closure calendar will be presented for approval in January. The group discussed the advantages of being open on Monday. Operating hours will be further considered in the future.

A motion was made to accept the proposed Personnel Policy. Motion by Schinke, seconded by Gorglione and carried unanimously.

Election of Board Officers

C. Newby

A motion was made to carry forward the same slate of officers. Cynthia Newby as Chairman, Pam Southworth as Treasurer, and Mary Schinke as Secretary. Motion by Stracks, seconded by Cohagen and carried unanimously.

Strategic Discussion

Committees

C. Newby

Mary Schinke and Ciara Gorglione agreed to serve on the Art Committee. The Fundraising and Development Committees will be combined. Kathleen Keefe agreed to serve on the Development Committee. Jeff Bennett was assigned to serve on Building and Grounds. Ciara Gorglione volunteered to head the Hodge Committee.

2017-2018 Budget Development

P. Southworth

Pam Southworth reminded the group that ideas regarding next year's budget will be discussed in January.

Other Business

AV Committee

P. Southworth/A. Johnson/
J. Bennett

While the proposal from Jeff Cooper was appreciated, the estimated cost is beyond the library's budget. The idea of adding a rug to absorb sound was discussed. Alan Johnson volunteered to obtain pricing for the appropriate rug. Window covering and wall coverings below the chair rail will also be considered.

2018 Board Calendar

T. Kern

A correction was made regarding to the October 10th date.

A motion was made to accept the 2018 Regular Meeting Calendar as corrected. Motion by Schinke, seconded by Cohagen and carried unanimously.

Tai Kern Resignation

T. Kern

The Board accepted the resignation of Tai Kern as their secretary, thanked her and wished her well. The Library will be part of Town Hall's interviewing process for a replacement.

Staffing for Barry Blitt Show

T. Roxburgh

Director Roxburgh will work on gathering volunteers for this event.

The holiday staff and volunteers luncheon will be held January 16th or 23rd at the Library.

Adjournment

C. Newby

A motion was made to adjourn at 6:10 P.M. by Schinke, seconded by Southworth and carried unanimously.

Respectfully submitted,
Tai Kern
Tai Kern, Secretary

**ROXBURY PUBLIC LIBRARY
BOARD OF TRUSTEES
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C. Newby

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Respectfully submitted,
Tai Kern
Tai Kern, Secretary

TREASURER'S REPORT

Meeting: Nov 13, 2017

Statement as of October 31, 2017

HODGE

Hodge Checking Account	\$4,396
Hodge Savings/Endowment (S. Bernstein Account)	<u>\$395,246</u>
TOTAL	\$399,642

MINOR

*Minor Checking Account	\$24,120
Minor Savings/Endowment (S. Bernstein Account)	<u>\$649,103</u>
TOTAL	\$673,223

TOTAL BERNSTEIN SAVINGS/ENDOWMENT **\$1,044,349**

LIBRARY GRAND TOTAL **\$1,072,865**

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

Respectfully Submitted,
Pam Southworth

**Minor Memorial Library
Director's Report
OCTOBER, 2017**

Collection:

- We are outgrowing our current space for our TV series collection. To make more room we are doing significant weeding to the VHS collection. The TV series collection will be moved to allow for more space and we will also be creating a separate non-fiction dvd section.

Collection as of OCT. 1, 2017

Adult Fiction	11150
Adult Non-fiction	11965
Reference	886
Junior Fiction	6984
Junior Non-fiction	4508
YOUNG ADULT	829
Video/DVD	3595
Audio books	1314
Music cds	1158
Museum Passes	24
Equipment	2
TOTAL COLLECTION	42415

Personnel/Volunteers:

- I would like to thank Marty Sagendorf and Connie Eaton for all of their help with our children's Halloween event. They made it happen!

Meetings/Workshops:

- On the 11th Megan Hodge came by and gave staff a quick reminder of how to use the AED.
- I attended the Bibliomation member Council meeting in Thomaston on the 24th. No big news to report.

Bibliomation/Automation/Tech:

- We have been having issues with our fax line. After a couple visits from Frontier it problem was corrected. I had to add a monthly line coverage to our bill to cover the cost of the interior repair.

Adult Services and Programming:

- We had several wonderful programs throughout the month. Of note, was the Hodge Anniversary series. Though low in attendance, the programs grew in popularity each week with about 25 people at the final program which featured a screening of a documentary about a Nazi camp in Southbury.
- Doug Winkel presented the second of his Charlie Chaplin programs to an audience of about a dozen. The series has been very well received.

Children's Services:

- In addition to Paula's regular slate of children's programs (lapsit, storytime, and two afterschool programs) the main focus was on our annual Halloween storywalk. This year Paula and Marty also put together several "mad science" demonstrations. The program was very popular and people have told me that it is their favorite kids' event during the year.
- Charlie and I were out on South Street representing the Library for Trick-or-Treating on Halloween.

Publicity:

- We got some coverage for our Hodge Programs as the month went on. We have also gotten *very* good coverage for our upcoming Kitchen Tour.
- Speaking of the Kitchen Tour, we sent out postcards to our mailing list and also made signs that have been placed near intersections.

Building and Grounds

- Our electrician has found a solution to the lighting on the steps. We are getting two replacement units that will be LED. There is a possibility that we may need some masonry patched after the switch happens.
- The fire alarm went off right before the Halloween program thanks to the fog machine (it didn't set it off last year!). We had some trouble getting the alarm to turn off, but our wonderful town fire department finally got us squared away.

Hodge

- The Friends have been working overtime to sort books for our holiday sale. Thank you!!

Friends

- The Friends have agreed to give the library a slight increase (to match previous years) for our budget.
- They are also asking around to see if another town organization might be interested in splitting the cost of some new tables. We can get a much better deal, per table, if we buy a larger pack.

September, 2017

Total Circulation	1106
Reference Questions	270
Visitors	1513
ILL Borrowed	71
ILL Lent	149
Volunteer Hours	27

Programs: Adult – 5 programs, 150 people

Junior –9 programs, 86 people

October, 2017

Total Circulation	1114
Reference Questions	288
Visitors	1600
ILL Borrowed	86
ILL Lent	209
Volunteer Hours	39

Programs: Adult – 10 programs, 323 people

Junior –8 programs, 158 people

FUNDRAISING REPORT

As of Oct. 31, 2017

For Nov. 13, 2017 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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2013-2014 \$32,222 + estate gifts of \$80,939

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

2015-2016 \$39,760

2016-2017 \$42,649

THIS YEAR'S ANNUAL GOAL FROM FUND DRIVE MAILER AND FUND RAISING EVENTS

BY FY END JUNE 30, 2018: \$35,000

Contributions to date: \$17,317
