

Agenda_Packet_10-13-2022

Agenda

Roxbury Free Library
Board of Trustees' Meeting
October 13, 2022 at 17:00

Physical Meeting Location: Roxbury Free Library
Virtual Meeting Location: Zoom
Meeting link: <https://us02web.zoom.us/j/5980212288>
Meeting ID: 598 021 2288
Dial in Phone #: +1 646 931 3860 (US)

- 1.0 17:00 Call to order
- 2.0 17:01 Additions/Postponements of Agenda Items
- 3.0 17:05 Consent Agenda Items
 - 3.1 Review of minutes of 09/01/2022 meeting
 - 3.2 Review of Treasurer's Report
 - 3.3 Review of Library Director's Report
- 4.0 17:15 Additions to Agenda
- 5.0 17:20 Audience
- 6.0 Old Business
 - 6.1 17:25 Update on board members' term compositions and potential 2023 candidates
- 7.0 New Business
 - 7.1 17:30 Prepare for Annual Appeal Letter drive
 - 7.2 17:45 Decisions on theme and format for annual board retreat
 - 7.3 17:55 Plan for 2022 Celebration of Support
 - 7.4 18:05 Library Director evaluation (executive session)
 - 7.5 18:20 RFL Staff contract negotiations (executive session)
- 8.0 Future Meetings
 - 8.1 18:45 Next regular board meeting 11/10/2022
- 9.0 18:46 Adjournment

Roxbury Free Library Mission Statement: *Our mission is to develop and nourish the spirit and imagination of all individuals in our community to enrich their knowledge and understanding. We will provide free access to library services, programs, resources, and information. Our vision is to keep our library relevant in a complex world.*

Meeting Minutes
Roxbury Free Library
Board of Trustees' Meeting
September 01, 2022 at 17:00

Present: Heidi Albright (Clerk), Jeanne Beckwith (Vice Chair), Ed Carney (Chair) arrived at 17:30, Carl Ellis (Treasurer) arrived at 17:13, Jane Pincus, Ryan Zajac (Library Director)

Absent: None

Audience: None

Physical Meeting location: Roxbury Free Library
Virtual Meeting location: Zoom -
<https://us02web.zoom.us/j/5980212288>
Meeting ID: 598 021 2288 or dial in at 1 301 715 8592 US

1.0 17:00 Call to order

The meeting was called to order at 17:05 by Vice Chair Beckwith

2.0 17:01 Additions/Postponements of Agenda Items

None

3.0 17:05 Consent Agenda

3.1 Review of minutes of 4/19/2022 and 06/09/2022 meetings

The minutes of 04/19/2022 and 06/09/2022 were reviewed and accepted.

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**To be approved at the next regular board meeting
Approved at the 00/00/202x Meeting.*

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3.2 Review of Treasurer's report

Treasurer's report was reviewed and accepted. The reports included the last two months figures for the RFL operations, but not August 2022.

3.3 Review of Library Director's report

The Library Director shared some of the highlights from the last few months of RFL programs, visitation, and news. Library Director's report was reviewed and accepted. A motion was made by Heidi Albright and seconded by Jane Pincus to accept the consent agenda which include the: minutes of 04/19/2022 and 06/09/2022, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved

4.0 17:15 Additions to agenda

None

5.0 17:20 Audience

None

6.0 Old Business

6.1 None

7.0 New Business

7.1 17:30 Review end of FY22 financial reports

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Meeting Minutes
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The board discussed the end of the FY22. Carl reported there was nothing remarkable in terms of how the finances stood at the end of FY22. We were in good standing with no concerns on either side of the dollar mark. No action taken.

7.2 17:45 Review BYLA 002 Trustee's Calendar

The board discussed the general activities listed and had no additions to add to the calendar. There was a discussion about the policy review schedule and what may or may not be most effective. No modifications were proposed to the policy review schedule. The board retreat came up as an item that has not stuck closely to the calendar, but is no real challenge to operations if it does not. The conversation did spark interest in an upcoming retreat. Ryan will generate an email thread for board members to provide suggested topics and themes to be the focus of an upcoming retreat. Ryan and Ed can work from the topics generated to create a draft retreat agenda to bring to the board at a future meeting. A motion was made by Heidi Albright and seconded by Carl Ellis to approve BYLA 002 as presented. Vote: 5 yes, 0 abstentions, 0 no. Approved

7.3 17:55 Evaluation of recent fundraising activities

Green Up day

July 4th Celebration

The board discussed the Green Up Day book sale, the July 4th book and bake sale, as well as the fundraiser raffle. Carl concluded the 2022 raffle exceeded years past in terms of profits. The combination of more donations for prizes, good sales at the Northfield Farmer's Market, and having the table on the road during July 4th resulted in good sales of tickets for this year's raffle. The bake sale was also more productive than average. The Green Up Day book sale generated less money than July 4th, but they were both probably worth the effort. No action taken.

7.4 18:05 Discussion on interior furniture procurement with ARPA Phase 2 funds

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The library director shared with the board that the plan is to use the \$500 in our ARPA Phase 2 grant monies to get new interior furniture for patrons that accomplish the following - improve comfort, efficient use of space, and are hygienic. The board discussed the examples Ryan shared and left the final decision up to the RFL staff as none of the board members expressed any strong desire to see anything particular in regards to the new seating. No action taken.

7.5 18:10 Library activities and donations for the Roxbury Park

Ed Carney indicated he'd like to feedback from Carl on the shrubbery to be planted in memory of Meg Ellis. He also mentioned possible ways the board or library could support the park, i.e. supplying chess pieces for the chess table. No action taken.

7.6 18:15 Library sponsored fall activities

The library director shared some of the tentative upcoming fall programs. Trunk or Treat, Author Book Club visit are in the works for the fall. No action taken.

7.7 18:25 Campaign to increase the number of Friends of the Roxbury Free Library

The board discussed the role of a Friends group and volunteers in general. Ed had mentioned he was recruiting for help at the park and wondered what recruitment strategies may make sense for help with the RFL. There was a suggestion that volunteer and advocate help be a potential retreat topic. No action taken.

7.8 18:35 Trustees 2023

The board discussed which seats will be up for election in 2023 - Jane, Heidi, and Ed. Ed indicated he unfortunately will not be expecting to run again for his seat. The board will work to recruit potential replacement candidates between now and January. No action taken.

8.0 Future Meetings

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8.1 next regular board meeting to be determined (10/13/2022 normal schedule)

9.0 18:45 Adjournment

The meeting was adjourned at 17:31

Respectfully Submitted, Heidi Albright (Clerk)

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Library Operations Report

Upcoming Events and Meetings

- Magic show with Alyx Hilshey 10/15/2022
- VTLIB Public Library Director's Summit 10/20 and 10/21/2022
- RFL Book Club 10/25/2022
- 8th Annual Roxbury Trunk or Treat 10/31/2022

September Outreach

- In September the RFL hosted 0 programs and meeting space for 0 events.
- The latest issue of the Roxbury Newsy was prepared and mailed in early October.
- We were in contact with all the educators and child-caretakers in Roxbury in early September. We promoted our resources and suggested possible collaboration options for the upcoming school year. We are hopeful there will be some ongoing relationships reemerge this year.
- I have been attending weekly meeting and trainings related to the administration of the Aspen Discovery app. I am not sure what our "go live" date will be, but am confident it should be in this calendar year.
- We are still in que for the roll out of the Palace App from VTDOL.
- We had tried to organize a new Halloween event with the Historical Society, but were unable to get the event off the ground (Graveyard stories featuring voices from Roxbury's past).
- We have submitted paperwork to receive free solar eclipse glasses for us to share with community members for viewing either of the two solar eclipses occurring over the next two years.

Miscellaneous

- Thanks to the last round of ARPA funds from VTDOL and IMLS, most of our new seating is in place inside the RFL. The seats for the children's area and the main library table are now in use inside the RFL. We are still awaiting the delivery of one large reception chair.
- I attended the Small and Rural library roundtable for this quarter. The organizer focused attention on advocacy work and marketing plans for libraries of any size.
- I had hoped to have a design draft for the free library Bill Cecil is working on for the outside of the RFL. Unfortunately, he does not have a draft ready in time for this month's meeting. Hopefully sometime soon I'll have those to bring to the board for review.
- Assuming the volunteers can make it on this date, Wed. 10/26 is when we are tentatively scheduled to initiate our full collection inventory and RFL deep clean.

Trustee Meeting held – October 13th 2022

- RFL COVID-19 Review
 - At the time of the September board meeting we are still requiring mask use by unvaccinated individuals only.

RFL Service description

- *Patron feedback this month:*
"Hi thank you so much for the most incredible library, you were awesome friendly, I dropped off the _____ in the box, thanks again, Vermont is a beautiful state and such kind nice people, take care _____ xoxo"

Volunteers providing service in the last month

Tom Frazier

Rich Smith

September by the numbers Roxbury Free Library

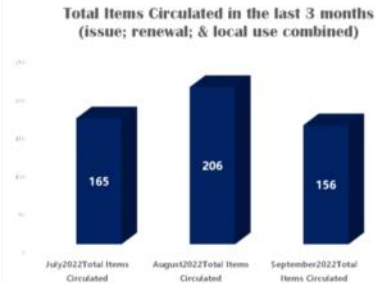
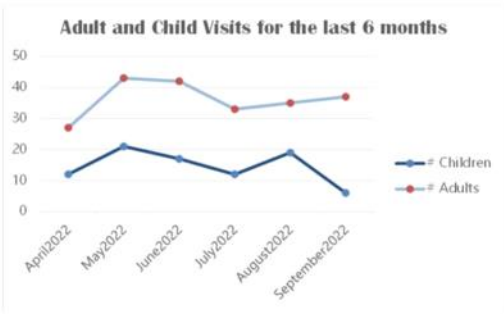
September 2022 will go down as a largely unremarkable month in RFL history. A little slower visitation than the previous month is about all we have to report of consequence for this month.

43 visits

0.54 visitors per hour open

↓ 20%
since August

Summary Statistics of RFL



8,371

items
in the collection

?
9
 reference
 questions
 answered

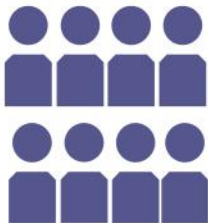
67

e-content
accessed

ILL

2 → RFL → 2

www.roxburyfreelibrary.org
was visited ~97 times in September 2022



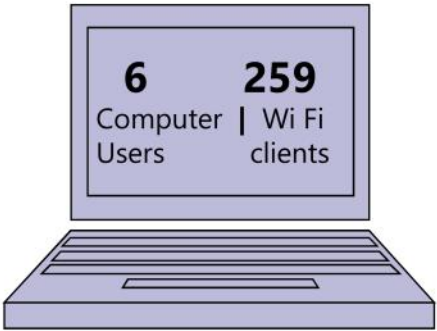
0 Passes checked out
+ 1
 Registered new patrons

380

active patrons.

101

Registered users of LUV



ID	Title	Frequency	Last Revision
PERS-002	Director Job Description	Annually	08-03-2021

ROXBURY FREE LIBRARY

Roxbury, Vermont

POSITION: LIBRARY DIRECTOR

The Library Director is responsible for the administration, supervision and coordination of all activities and services of the library and for carrying out the policies adopted by the Library Board of Trustees.

MAJOR RESPONSIBILITIES AND DUTIES

Service to the community

Participate in long range planning in conjunction with the Board of Trustees

Develop procedures for the smooth running of the library

Develop a collection of interesting materials in various formats

Maintain the collection

Provide reference, interlibrary loan, readers' advisory and referral services

Assist patrons to use library materials and technology

Develop programs that appeal to a variety of community members

Promote and publicize the library's services, activities and resources

Oversee the scheduling and use of the library after hours

Oversee the library physical structure, internally, externally and surrounding grounds for the purpose of facilitating building maintenance and apprising the board of trustees appropriately.

- I. Maintain the library web page
- II. Maintain library computers and offer basic computer and internet training for patrons
- III. Maintain the automated library system

Support and implementation of library policy

- I. Participate in monthly Board of Trustees meetings
- II. Maintain the policy file, passing policy information to staff and volunteers as appropriate, answer the public's questions about policies

Fiscal responsibilities

- I. Collaborate with the library board treasurer to develop an annual budget for Board of Trustee approval
- II. Track expenses and review and approve invoices
- III. Receive cash donations, fees and other income
- IV. Develop alternative library funding

Hiring, supervision and training staff and volunteers

- I. Recruit and oversee employees
- II. Manage volunteers
- III. Maintain a procedure manual for staff and volunteers and train all staff and volunteers

Formal Reporting

- I. Prepare monthly reports for the Board of Trustees
- II. Collect and analyze library statistics
- III. Complete reports, surveys and requests for information from state and federal library agencies and associations

Continuing Education

- I. Attend workshops and conferences related to library needs and inform volunteers and Board of Trustees of any workshops or meetings that might be of interest to them
- II. Affiliate with the Vermont Library Association and the American Library Association
- III. Stay abreast of developments in the library field for children and adults through current professional journals, Vermont Department of Library publications etc.

Perform other duties the Board of Trustees deems necessary for the efficient operation of the library

QUALIFICATIONS

Library science degree or Vermont Library Certification preferred.

Date of adoption 08/03/2021

Record of Adoption

Approved	<u>5</u>
Abstentions	<u>0</u>
Opposed	<u>0</u>