**Meeting Minutes**

Roxbury Free Library

Board of Trustees’ Meeting

August 8, 2017 at 18:30

**Present**: Jane Pincus (Chair), Colleen Flanagan (Vice Chair), Carl Ellis (Treasurer), Andre Souligny (Clerk), Ryan Zajac (Library Director)

**Absent**: Don Breivogel Williams (Absent),

**Audience**: -None\_

|  |  |
| --- | --- |
| **1.0** | Call to order |
|  | The meeting was called to order at 18:30 |
| **2.0** | Additions/Postponements of Agenda Items |
|  | Roxbury Free Library Stocks. |
| **3.0** | Review and approval of minutes of 6/13/2017 meeting and 7/11/2017 meeting |
|  | A motion was made by Carl and seconded Colleen, by to accept the minutes of the 6/13/2017 meeting and 7/11/2017 meeting Vote: 4 yes, 0 abstentions, 0 no. Approved |
| **3.1** | Review of Treasurer’s report |
|  | Treasurer’s report for July was not made available by the Town Clerk as the books were not closed on July. |
| **3.2** | Library Director’s report |
|  | Library Director’s report was reviewed and accepted. Improvements have been made to the ILL system. |
| **4.0** | Additions to agenda |
|  | Roxbury Free Library Stocks. Carl G. Ellis moves that the Roxbury Free Library Board of Trustees authorizes its treasurer, Carl G. Ellis, to purchase shares of stock for the RFL, in the amount of the cash donation Carl G. Ellis makes to the RFL for such purpose. A motion was made by Carl and seconded by Jane, by to accept said donation of cash to be used to purchase stocks for RFL by Carl G. Ellis. Vote: 4 yes, 0 abstentions, 0 no. Approved |
| **5.0** | Audience |
|  | none |
| **6.0** | Old Business |
| **6.1** | Review and approve policy BYLA-002 (Trustees’ annual calendar)  |
|  | There was consensus that the Trustees’ annual calendar is fine as it is. A motion was made by Carl and seconded by Jane to keep the calendar as is. Vote: 4 yes, 0 abstentions, 0 no. Approved |
| **6.2** | Update on facilities repairs.Facilities repairs are still in the works. |
|  |  |
| **6.3** | 7/24/2017 Roxbury Selectboard meetingThere was discussion regarding paying for repairs at the Select Board meeting. |
|  |  |
| **7.0** | New Business |
| **7.1** | Schedule annual board retreat in SeptemberAndré proposed 9/17, 9:30AM, including regular September RFL Trustee Meeting, warn week before. |
|  |  |
| **7.2** | Schedule and plan annual celebration of supportJane proposed 10/22 donors celebration RFL at noon. |
|  |  |
| **7.3** | Review policy PERS 001 – Personnel policy |
|  | A motion was made to amend the first sentence of PERS 001, section IV, to state “The Trustees may dismiss the Library Director, and the Library Director may dismiss…” by Andre, and seconded by Jane to accept . Vote: 3 yes, 1 abstentions, 0 no. Approved |
| **7.4** | Review policy PERS 002 – Director Job Description |
|  | A motion was made by Colleen and seconded by Carl to accept . Vote: 4 yes, 0 abstentions, 0 no. Approved |
| **8.0** | Future Meetings |
| **8.1** | André proposed 9/17, 9:30AM, including regular September RFL Trustee Meeting, warn week before. |
| **9.0** | Adjournment |
|  | The meeting was adjourned at 19:34 |

Respectfully Submitted, Andre Souligny (Clerk)