

Meeting Minutes

Roxbury Free Library
Board of Trustees' Meeting
September 10, 2017 at 10:00
&

Annual Retreat
September 10, 2017 at 11:00

At the residence of Jane Pincus, 111 Pincus Road, Roxbury, VT

Present: Don Breivogel Williams, Jane Pincus (Chair) present at call to order, but left to pick up Carl Ellis and returned at 10:46, Carl Ellis (Treasurer) arrived late at 10:46, Andre Souligny (Clerk), Ryan Zajac (Library Director)

Absent: Colleen Flanagan (Vice Chair)

Audience: Lise Ewald (Assistant Library Director)

Meeting Agenda

1.0 Call to order

The meeting was called to order at 10:15

2.0 Additions/Postponements of Agenda Items

October 22nd Celebration discussion and planning.
Clarify Trustee communication procedure between RFL Trustees and Town Clerk.

Announcement: Colleen will be out for a while with her new baby expected in February! Congratulations!

3.0 Review and approval of minutes of 8/8/2017 meeting

A motion was made by Andre Souligny and seconded by Colleen Flanagan to accept the minutes of 8/8/2017. Vote: 3 yes, 0 abstentions, 0 no. Approved

*To be approved at the next regular board meeting

3.1 Review of Treasurer's report

Brief discussion of report. Treasurer's report was reviewed and accepted.

3.2 Library Director's report

Highlights from Director's report: 9/23 Open Meeting with House Rep. Jickling @RFL. Trainings for staff coming up in the next two months.

Library Director's report was reviewed and accepted.

4.0 Additions to agenda

October Volunteers + Donors Celebration discussion, Date set for the 22nd. Jane, Colleen, Andre, Ryan, Don will be available. Pot luck and foods provided by Trustees. Expecting between a dozen and 18 people. Thank you cards will be prepared by Liese to be signed at 10/10 meeting. 3:00 set up time, and 4pm-5/5:30 event. Coordinate specific food responsibilities at 10/10 meeting.

Clarify Trustee communication procedure between RFL Trustees and Town Clerk. Board Chair is the designated receiver and sender of communication between Town Clerk and the Trustees. If communications are sent from the Town Clerk to all Trustees as a group, the Chair will respond to the Town Clerk on behalf of the Trustees.

5.0 Audience

Lise Ewald, Assistant Library Director, is present for the Trustee Meeting and Retreat

6.0 Old Business

6.1 None

7.0 New Business

7.1 Director evaluation (executive session for personnel topics)

A motion was made by Donald Breivogel Williams and seconded by Carl Ellis to enter executive session to discuss a personnel matter. Vote: 5 yes, 0 abstentions, 0 no. Approved
12:09pm Executive Session begins. 12:39pm Executive Session Ends. No action taken.

A motion was made by Donald Breivogel Williams and seconded by Carl Ellis to adjourn for lunch at 12:40. Vote: 3 yes, 2 abstentions, 0 no. Approved The meeting was adjourned at 12:40
The meeting was called to order at 1:20

7.2 Town Clerk's request for personnel information

Town Clerk's request for information from the Board: Chair Jane Pincus will follow up with Town Clerk Tammy Legacy, and provide the requested updated bylaws and relevant personnel policy. Jane and Carl will follow up with Tammy to ask clarifying questions regarding the Combined Time Off (CTO) information request. Regarding the Director's Contract, the Director's Contract for FY2019 will be developed at October RFL trustee meeting. The approved FY2018 Roxbury Free Library Budget included a pay rate adjustment, reflected in the line items, for each the Library Director and the Assistant Librarian.

8.0 Future Meetings

- 8.1 10/10/2017 next regular board meeting
- 11/4/2017 Trustee annual conference in Burlington

9.0 Adjournment

A motion was made by Jane Pincus and seconded by Carl Ellis to adjourn. Vote: 5 yes, 0 abstentions, 0 no. Approved. The meeting was adjourned at 1:27

Retreat Agenda

Running late and short because Board Meeting went long 1:30p-2:30p

1.0 General discussion of RFL Strengths and Weaknesses

Open and general discussion. No action taken.

2.0 RFL Long-Term planning

Open and general discussion. No action taken.

3.0 Future board training

Open and general discussion. No action taken.

4.0 Adjournment

The meeting was adjourned at 2:30

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