

# Meeting Minutes

## Roxbury Free Library Board of Trustees' Meeting October 10, 2017 at 18:30

**Present:** Don Breivogel Williams, Jane Pincus (Chair), Carl Ellis (Treasurer), Ryan Zajac (Library Director)

**Absent:** Colleen Flanagan (Vice Chair), Andre Souligny (Clerk)

**Audience:** None

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### 1.0 Call to order

The meeting was called to order at 18:04

At 18:05 a motion was made by Jane Pincus to enter executive session with an invitation to the library director to discuss a personnel matter. Vote: 3 yes, 0 abstentions, 0 no. Approved  
The board exited executive session at 18:31. No action taken.

### 2.0 Additions/Postponements of Agenda Items

None

### 3.0 Review and approval of minutes of 9/10/2017 meeting

A motion was made by Carl Ellis and seconded by Don Breivogel Williams to accept the minutes of 9/10/2017 with a grammatical correction. Vote: 3 yes, 0 abstentions, 0 no. Approved

### 3.1 Review of Treasurer's report

The treasurer shared his report, which the board loved.  
Treasurer's report was reviewed and accepted.

### 3.2 Library Director's report

Ryan shared his report and highlighted the complementary role the RVS and RFL libraries play in serving the needs of our community. Library Director's report was reviewed and accepted.

### 4.0 Additions to agenda

None

## **5.0 Audience**

None

## **6.0 Old Business**

### **6.1 Facilities repair update, if any. Discuss ownership and management responsibilities of municipal libraries.**

The library director updated the board on the status of maintenance work on the exterior of the building. It is uncertain at this point whether the repairs on the ramp will be completed this fall or not due to the contractor's schedule. The exterior painting is complete. The library director also shared a short summary of how other municipal libraries with buildings owned by the town operate. No action taken.

## **7.0 New Business**

### **7.1 Celebration of Support on 10/22/2017**

The board members present discussed who would be present for the event and arrangements regarding food. No action taken.

### **7.2 Discussion of draft 2017 Friends Letter**

Jane Pincus volunteered to draft a FOL fundraiser letter before the November meeting. No action taken.

### **7.3 Negotiate employment contracts**

The library director will be presented a formal contract in January 2018 to cover the first half of 2018, and then an additional contract to cover FY19. No action taken.

### **7.4 Summary of RFL policy manual**

The board discussed which policies in the manual warrant attention. In the next regular board meeting the library director will bring to the board for review the policies which are mostly procedural and or not relevant. No action taken.

## **8.0 Future Meetings**

### **8.1 11/14/2017 at 6:30 next regular board meeting**

11/4/2017 Annual Trustees & Friends conference

## **9.0 Adjournment**

The meeting was adjourned at 19:19

Respectfully Submitted, Ryan Zajac (acting clerk)

DRAFT

*Approved at the 11/14/2017 Meeting*