

Meeting Minutes

Roxbury Free Library Board of Trustees' Meeting April 10, 2018 at 17:30

Present: Jane Pincus (Chair), Carl Ellis (Treasurer), Heidi Albright (Clerk), Ryan Zajac (Library Director)

Absent: Don Breivogel Williams, Colleen Flanagan

Audience: None

1.0 Call to order

The meeting was called to order at 18:00

2.0 Additions/Postponements of Agenda Items

None

2.1 Board reorganization and election of officers

A motion was made by Carl Ellis to appoint Jane Pincus to board chair. Vote: 3 yes, 0 abstentions, 0 no. Approved

A motion was made by Carl Ellis and seconded by Jane Pincus to appoint Heidi Albright to board clerk. Vote: 3 yes, 0 abstentions, 0 no. Approved

A motion was made by Heidi Albright and seconded by Jane Pincus to appoint Carl Ellis to board treasurer. Vote: 3 yes, 0 abstentions, 0 no. Approved

A motion was made by Jane Pincus and seconded by Carl Ellis to appoint Donald Breivogel-Williams to board vice chair. Vote: 3 yes, 0 abstentions, 0 no. Approved

3.0 Review and approval of minutes of 02/13/2018 meeting

3.1 Review of Treasurer's report

3.2 Library Director's report

**To be approved at the next regular board meeting
Approved at the 00/00/201x Meeting.*

A motion was made by Jane Pincus to accept the minutes of 2/13/2018, treasurer's report and library director's report with a correction. Vote: 3 yes, 0 abstentions, 0 no. Approved

4.0 Additions to agenda

none

5.0 Audience

none

6.0 Old Business

6.1 Discuss Green Up Day Book Sale and Raffle

The book sale will be held from 9:00 – 3:00 on May 5th. The Library Director will reserve the Community Hall. No more books are needed for the sale. All the raffle items will need to be compiled on the 5th.

6.2 Review and update on facilities projects

The board reviewed the Roxbury Selectboard meeting minutes from 8/7/2018 where the 3rd phase of the ramp repair work was approved. The Library director will reach out to Langley Contracting to schedule the remaining work. The Library Director will arrange for a builder to put in a proposal for the Entryway shelving project and present the plan to the Select Board.

7.0 New Business

7.1 Approve Mission Statement (MISS-002)

This agenda item was tabled until the next normal board meeting. No action taken.

7.2 Discuss By Laws (BYLA-003)

The board discussed changing section 8.E of BYLA-003 to indicate a quorum will simply consist of a majority of board members serving at the time board action is taken. The board discussed section D.1 of BYLA-003 and the appropriateness of the assumed resignation of a board member following a specific number of meeting absences. Carl Ellis and the Library Director will pursue those questions in more detail and report back to the board. No action taken.

8.0 Future Meetings

**To be approved at the next regular board meeting
Approved at the 00/00/201x Meeting.*

8.1 05/08/2018 next regular board meeting

9.0 Adjournment

The meeting was adjourned at 19:05

Respectfully Submitted, Heidi Albright (Clerk)

DRAFT

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