

Meeting Minutes

Roxbury Free Library Board of Trustees' Meeting August 14, 2018 at 17:30

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

Absent: Don Breivogel Williams,

Audience: None

1.0 Call to order

The meeting was called to order at 17:35

2.0 Additions/Postponements of Agenda Items

None

3.0 Introduction of new board member Jeanne Beckwith

Clapping all around. No action taken.

4.0 Consent Agenda

4.1 Review and approval of minutes of 05/08/2018 meeting

4.2 Review of Treasurer's reports

The July 4th back sale made approximately \$150 in profits.

4.3 Library Director's reports

The library director reviewed some of the conversation with the VT. State Police early in the summer regarding neighborhood watch efforts. In June there were complaints about the unexpected closures on Tuesdays during July. Visitation dropped by roughly 40% during July with those closures. Roxbury children will be able to access the Kellogg Hubbard library with their MRPS student ID card at no cost starting this fall.

A motion was made by Jane Pincus and seconded by Carl Ellis to accept the consent agenda. Vote: 4 yes, 0 abstentions, 0 no. Approved

5.0 Additions to agenda

None

6.0 Audience

None

7.0 Old Business

7.1 Confirm the board's future meeting schedule

The board discussed current members' schedules and confirmed the originally decided upon meeting schedule of monthly meetings on the 2nd Tuesday of each month at 5:30 in the RFL will continue to work. No action taken.

7.2 Update on facilities projects

Ryan Zajac shared an update on the two current facilities projects. Erik Wardle is set to begin the entryway project this week. The ramp repair work will hopefully be complete this month. No action taken.

7.3 Update on recent legislative action and RFL policy work

The board reviewed their recent policy work (BYLA-003) and bills from the recent legislative session that will impact the RFL. No action taken.

7.4 New Business

8.0 Discuss date for the 2018 Celebration of Support

The board discussed the event and said the weekends of October 13th or 20th are potential candidates for the event. No action taken.

8.1 Discuss and approve BYLA-002, Trustee's Calendar

The board discussed. No action taken.

8.2 Discuss RFL staffing, (executive session)

A motion was made by Carl Ellis and seconded by Heidi Albright to enter into executive session at 18:00 with an invitation to Ryan Zajac, library director, to discuss staffing at the RFL. Vote: 4 yes, 0 abstentions, 0 no. Approved

A motion was made by Jeanne Beckwith and seconded by Heidi Albright to exit executive session and return to open session at 18:30.

The board discussed the RFL's personnel policies and safety procedures.

The library director will present the board with examples of more descriptive personnel policies. No action taken.

8.3 Future Meetings

9.0 9/11/2018 next regular board meeting

9.1 Adjournment

The meeting was adjourned at 18:43

Respectfully Submitted, Heidi Albright (Clerk)