

Meeting Minutes

Roxbury Free Library
Board of Trustees' Meeting
September 11, 2018 at 17:30

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

Absent: Heidi Albright (Clerk), Don Breivogel Williams,

Audience: None

1.0 Call to order

The meeting was called to order at 17:37

2.0 Additions/Postponements of Agenda Items

none

3.0 Consent Agenda

3.1 Review and approval of minutes of 8/14/2018 meeting

3.2 Review of Treasurer's report

3.3 Library Director's report

A motion was made by Jane Pincus and seconded by Jeanne Beckwith to accept and approve the consent agenda. Vote: 3 yes, 0 abstentions, 0 no.

Approved

4.0 Additions to agenda

none

5.0 Audience

none

6.0 Old Business

6.1 Plan Celebration of Support for 10/13/2018 (potential date)

The board discussed plans for the celebration and upcoming annual appeal letter. The proposal is to hold the celebration on 11/10/2018. In October, Ryan and Jane will prepare the mailing list for the annual appeal to be sent out in October. The goal will be to invite any supporters from this year's appeal to the celebration in November. No action taken.

6.2 Update on facilities projects (board approval of payment if completed by 9/11/2018 at 17:30)

The library director presented the status of both the ramp repairs and entryway work to the board. A motion was made by Carl Ellis and seconded by Jane Pincus to approve paying the invoice from Langley Contracting totaling \$801.66 from the RFL Capital Improvement Fund. Vote: 3 yes, 0 abstentions, 0 no. Approved. A motion was made by Jeanne Beckwith and seconded by Jane Pincus to approve the library staff using up to \$150.00 from the F.O.L. budget item to pay for the materials to complete the work in the entryway (paint and light fixture). Vote: 3 yes, 0 abstentions, 0 no. Approved.

7.0 New Business

7.1 Library Director evaluation (executive session)

A motion was made by Carl Ellis and seconded by Jeanne Beckwith to enter executive session at 18:30 to discuss the library director's evaluation. Vote: 3 yes, 0 abstentions, 0 no. Approved. A motion was made by Carl Ellis and seconded by Jeanne Beckwith to exit executive session at 18:44 and return to open session. Vote: 3 yes, 0 abstentions, 0 no. Approved. Jane Pincus will present the evaluation discussed in executive session to the Library Director.

8.0 Future Meetings

8.1 10/9/2018 next regular board meeting

9.0 Adjournment

The meeting was adjourned at 18:46

Respectfully Submitted, Ryan Zajac and Jane Pincus (acting clerk)