

# Meeting Minutes

## Roxbury Free Library Board of Trustees' Meeting October 9, 2018 at 17:30

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

**Absent:** Don Breivogel Williams,

**Audience:** Caleb and Kai Pincus

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### 1.0 Call to order

The meeting was called to order at 17:45

### 2.0 Additions/Postponements of Agenda Items

None

### 3.0 Consent Agenda

#### 3.1 Review and approval of minutes of 09/11/2018 meeting

#### 3.2 Review of Treasurer's report

#### 3.3 Library Director's report

The library director shared his report and highlighted the RFL is still looking for judges for the Trunk or Treat program on Halloween. Scheduling for the VTDOL Friends and Trustees conference will be in May 2019 and not Nov. 2018. The Library Director shared the process for preparing the Newsy and Jane Pincus volunteered to contribute content. A motion was made by Heidi Albright and seconded by Jane Pincus to accept the consent agenda, including items 3.1, 3.2, and 3.3. Vote: 4 yes, 0 abstentions, 0 no. Approved

### 4.0 Additions to agenda

None

### 5.0 Audience

*Approved at the 11/13/2018 Meeting.*

Caleb Pincus, requested to see more bird books at the RFL.

## **6.0 Old Business**

### **6.1 Annual appeal letter mailing**

The board discussed and revised the draft appeal letter Jane Pincus had prepared. Jane will finalize the revisions this week. Jeanne Beckwith and Jane Pincus will take care of the mailing. Jane Pincus and Ryan Zajac updated the fundraising mailing list last week and that updated list is what will be used for this mailing. No action taken.

### **6.2 Celebration of Support plans for 11/10/2018**

The board discussed plans for the Celebration of Support. Saturday 11/10/2018 at 4 pm is the confirmed date. Ryan will prepare the invitations after we receive some of the responses from this annual appeal. Board members volunteered to bring the following food items: Jane-sandwiches; Heidi-mulled cider; Jeanne-spinach brownies; and Ryan-veggie platter. No action taken.

## **7.0 New Business**

### **7.1 Discuss Personnel Policy PERS-001**

The board tabled this policy discussion until the 11/13/2018 board meeting. No action taken.

### **7.2 Discuss general plan for upcoming RFL programming**

The Library Director shared an overview of planned and expected programs over the next few months. Programs included: Dog owner training; Poetry or Writing workshop; Book distributions; Roxbury author readings; Armchair travel series. The board discussed how some library systems plan programs jointly among several libraries. No action taken.

### **7.3 Executive session to negotiate employee contracts**

A motion was made by Heidi Albright and seconded by Jeanne Beckwith to enter executive session at 18:50 with an invitation to the Library Director to discuss employee contracts. Vote: 4 yes, 0 abstentions, 0 no. Approved

A motion was made by Jeanne Beckwith and seconded by Jane Pincus to exit executive session at 19:04. Vote: 4 yes, 0 abstentions, 0 no. Approved. No action was taken following executive session.

## **8.0 Future Meetings**

### **8.1 11/13/2018 next regular board meeting**

*Approved at the 11/13/2018 Meeting.*

May 2019 Annual Trustees and Friends Conference (not  
November 2018)

**9.0** Adjournment

The meeting was adjourned at 19:05

Respectfully Submitted, Heidi Albright (Clerk)