

# Meeting Minutes

Roxbury Free Library  
Board of Trustees' Meeting  
November 13, 2018 at 17:30

**Present:** Heidi Albright (Clerk), Jeanne Beckwith, Jane Pincus (Chair), Carl Ellis (Treasurer) arrived at 17:55, Ryan Zajac (Library Director)

**Absent:** Don Breivogel Williams

**Audience:** None

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## 1.0 Call to order

The meeting was called to order at 17:31

## 2.0 Additions/Postponements of Agenda Items

Jane Pincus indicated she would like to share an idea about hosting a "Saturday café" in the RFL.

## 3.0 Consent Agenda

### 3.1 Review and approval of minutes of 10/09/2018 meeting

### 3.2 Review of Treasurer's report

### 3.3 Library Director's report

The board reviewed the minutes from 10/09/2018 and the Director's report. The library director shared a few updates that were not included in the report. Dec. 13 will be a book distribution in conjunction with RVS. The RVS 1-2 classroom will begin visiting the RFL monthly starting on 11/28/2018. The RFL website is up and fully functional again. The dog class went well in October. December 1<sup>st</sup> is the new reading nook unveiling. A motion was made by Jane Pincus and seconded by Jeanne Beckwith to accept the consent agenda with 3.2 removed due to the report not being prepared. Vote: 3 yes, 0 abstentions, 0 no. Approved

*Approved at the 12/11/2018 Meeting.*

A motion was made by Jeanne Beckwith and seconded by Heidi Albright to accept the treasurer's report, 3.2, as presented. Vote: 4 yes, 0 abstentions, 0 no. Approved

#### **4.0 Additions to agenda**

Jane Pincus and Heidi Albright shared their idea of hosting a casual "coffee talk" café at the RFL monthly on Saturday mornings starting in January. They hope to draw an intergenerational group to talk. They will advertise the meeting in the next issue of the Newsy and RFL events postings.

#### **5.0 Audience**

None

#### **6.0 Old Business**

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

The board discussed the proposed changes to PERS-001. The primary changes relate to more structured definitions and roles for volunteers. The board will continue the discussion at the 12/11/2018 meeting. No action taken.

#### **7.0 New Business**

##### **7.1 First review of draft FY20 Budget**

The board discussed the 1<sup>st</sup> draft of the FY20 budget. In general the budget looks good. Most of the discussion centered on the Selectboard's change to the RFL article at last Town Meeting and whether it is expected again this year. Depending upon that answer, the RFL board may initiate budgeting for a "rainy day" fund. The draft FY20 budget is essentially the same as the FY19 budget with possible changes including insurance premiums and upgrading internet speed. Jane Pincus and Ryan Zajac will inquire with the Selectboard regarding their plans for warning articles at Town Meeting 2019. No action taken.

##### **7.2 RFL Logo discussion**

The board discussed the draft logos Heidi Albright has worked on. Based on feedback from the Celebration of Support and the board discussion tonight, draft #1 which will be changed to include a "book" for a roof is the preferred option. In conjunction with this work, the board expressed interest in drafting a slogan for the RFL to accompany the logo. No action taken.

#### **8.0 Future Meetings**

*Approved at the 12/11/2018 Meeting.*

**8.1** 12/11/2018 next regular board meeting

**9.0** Adjournment

A motion was made by Jane Pincus and seconded by Heidi Albright to adjourn the meeting. The meeting was adjourned at 18:46

Respectfully Submitted, Heidi Albright (Clerk)

*Approved at the 12/11/2018 Meeting.*