

# Meeting Minutes

Roxbury Free Library  
Board of Trustees' Meeting  
December 11, 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:** None

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## 1.0 Call to order

The meeting was called to order at 17:40

## 2.0 Additions/Postponements of Agenda Items

none

## 3.0 Consent Agenda

### 3.1 Review and approval of minutes of 11/13/2018 meeting

### 3.2 Review of Treasurer's report

### 3.3 Library Director's report

A discussion of email newsletter formatting and potential changes in 2019 was had by the board.

A motion was made by Jeanne Beckwith and seconded by Carl Ellis to accept the consent agenda. Vote: 5 yes, 0 abstentions, 0 no. Approved

## 4.0 Additions to agenda

None

## 5.0 Audience

none

## 6.0 Old Business

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

## 6.1 Discuss Personnel Policy PERS-001

The board discussed the draft policy. Jane Pincus indicated she would like to see some of the forms associated with the procedures for the implementation of this policy. Jeanne Beckwith suggested some grammatical changes to the draft section IV. A motion was made by Carl Ellis and seconded by Heidi Albright to accept PERS-001 with the grammatical changes identified in Section IV.. Vote: 4 yes, 0 abstentions, 0 no. Approved

## 6.2 Finalize proposed FY20 budget

The board discussed options for what changes to the phone and DSL service at the RFL may look like. The discussion concluded with the move to budget for upgrading the DSL speed to 50mb (adding ~\$1,000 to the operating budget). The total operating budget is expected to be ~\$33,059. A motion was made by Carl Ellis and seconded by Jeanne Beckwith to prepare an article requesting the voters of Roxbury approve \$30,800 dollars for the library board to manage the RFL. Vote: 5 yes, 0 abstentions, 0 no. Approved

## 7.0 New Business

### 7.1 Discuss board seat vacancies for Town Meeting 2019

The board discussed elections for Town Meeting 2019. Heidi Albright, Jeanne Beckwith, and Donald Breivogel-Williams will need to run for their seat at Town Meeting 2019. They will be responsible for reaching out to Tammy and getting the form to collect signatures. No action taken.

### 7.2 Discuss gift baskets for RVS families.

The board discussed the plan for gathering gifts for a local family this holiday season. Those in attendance agreed to collect the gifts suggested by the family requesting assistance. Gifts will be delivered to the RFL no later than 12/20/2018 to allow Ryan time to deliver them to the school. No action taken.

## 8.0 Future Meetings

### 8.1 1/8/2019 next regular board meeting

## 9.0 Adjournment

The meeting was adjourned at 18:51

Respectfully Submitted, Heidi Albright (Clerk)

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