

# Meeting Minutes

## Roxbury Free Library Board of Trustees' Meeting March 12, 2019 at 17:30

**Present:** Heidi Albright (Clerk), Jeanne Beckwith (Vice Chair), Ed Carney, Carl Ellis (Treasurer) arrived at 17:42, Jane Pincus (Chair), Ryan Zajac (Library Director)

**Absent:** None

**Audience:** None

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### 1.0 Call to order

The meeting was called to order at 17:32 by Ryan Zajac

### 2.0 Board reorganization

#### 2.1 Appoint board officers

The board reviewed the seats that need to be appointed on the board.  
No further discussion.

A motion was made by Heidi Albright and seconded by Jeanne Beckwith to appoint Jane Pincus as board chair. Vote: 4 yes, 0 abstentions, 0 no. Approved

A motion was made by Jane Pincus and seconded by Heidi Albright to appoint Jeanne Beckwith as board vice chair. Vote: 4 yes, 0 abstentions, 0 no. Approved

A motion was made by Ed Carney and seconded by Jeanne Beckwith to appoint Carl Ellis as board treasurer. Vote: 4 yes, 0 abstentions, 0 no. Approved

A motion was made by Jane Pincus and seconded by Ed Carney to appoint Heidi Albright as board clerk. Vote: 4 yes, 0 abstentions, 0 no. Approved

## **2.2 Confirm board meeting schedule**

A motion was made by Jane Pincus and seconded by Ed Carney to continue keeping regular RFL board meetings on the 2<sup>nd</sup> Tuesday of each month starting at 17:30 in the RFL. Vote: 4 yes, 0 abstentions, 0 no. Approved

## **2.3 Designate approved posting locations**

A motion was made by Heidi Albright and seconded by Jane Pincus to designate the Roxbury U.S.P.S., the RFL bulletin board, the Roxbury Town Office bulletin board, and both the RFL and Town of Roxbury websites as the official posting locations for board agenda warnings. The board discussed VT. OML and agenda posting requirements. Vote: 5 yes, 0 abstentions, 0 no. Approved

## **3.0 Additions/Postponements of Agenda Items**

None

## **4.0 Consent Agenda**

### **4.1 Review of minutes of 2/19/2019 meeting**

### **4.2 Review of Treasurer's report**

No report was presented at the meeting.

### **4.3 Review of Library Director's report**

The library director shared a few highlights of his report and provided a summary of upcoming changes with attraction passes in the collection. A motion was made by Jeanne Beckwith and seconded by Heidi Albright to accept the consent agenda which include the: minutes of 2/19/2019, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved

## **5.0 Additions to agenda**

None

## **6.0 Audience**

None

**7.0 Old Business**

**7.1 Plan for annual board retreat**

The board discussed the goal for the annual retreat and will decide on a time and location at their 4/9/2019 meeting. No action taken.

**8.0 New Business**

**8.1 Review MISS-002-Mission Statement**

The board discussed the current RFL Mission Statement, previous drafts, and components of good mission statements. A motion was made by Heidi Albright and seconded by Jane Pincus to accept MISS-002 with language updates considered in the board's discussion. Vote: 5 yes, 0 abstentions, 0 no. Approved

MIS-002: Our mission is to develop and nourish the spirit and imagination of all individuals in our community. We will provide free access to library services, programs, resources, and information. We strive to keep our library relevant to all with the vision of enhancing our town and its place in the world.

**9.0 Future Meetings**

**9.1 4/9/2019 next regular board meeting**

**9.2 4/4 and 4/11 VT. Town Officers Education Conference**  
Ryan Zajac shared that the VTDOL annual Friends and Trustees conference will be held at UVM on 5/21, the day before the annual VLA conference.

**10.0 Adjournment**

The meeting was adjourned at 18:39

Respectfully Submitted, Heidi Albright (Clerk)