

Meeting Minutes
Roxbury Free Library
Board of Trustees' Meeting
August 11, 2020 at 17:30

**Vermont is currently under a State of Emergency and Governor Scott has instituted a Stay at Home order. The public is invited to participate in this board meeting from their homes. Should the public wish to participate in Public Comment, please do the following:*

Familiarize yourself with the Free Conference Call Platform via a phone.

Join the Conference Call: 1-978-990-5290

Meeting Access Code: 7351812

*The chairperson will open the Audience Public Comment period per the agenda below. Unmute yourself, state your full name, and then proceed to state your comment. *Please note the meeting will operate as normal, holding Public Comment to the period indicated in the agenda below and as established by the chairperson.*

After the Audience comment period has ended you may continue to remain in the conference call for the duration of the meeting - please mute yourself.

Weather permitting, some members of the board will be gathering on the lawn of the RFL to attend the meeting in person with facial coverings and social distancing measures in place. Both the in-person or phone-in options are available for the public to attend the meeting.

Present: Heidi Albright (Clerk), Jeanne Beckwith (Vice Chair), Ed Carney (Chair), Carl Ellis (Treasurer) arrived at 17:43, Jane Pincus, Ryan Zajac (Library Director)

Absent: None

Audience: None

1.0 Call to order

The meeting was called to order at 17:34

2.0 Additions/Postponements of Agenda Items

None

3.0 Consent Agenda

3.1 Review of draft minutes of 7/14/2020

The minutes of 07/14/2020 were reviewed and accepted.

**To be approved at the next regular board meeting
Approved at the 09/08/2020 Meeting.*

3.2 Review of Treasurer's report

The board treasurer shared a summary of the conclusion of FY20.

Treasurer's report was reviewed and accepted.

3.3 Review of Library Director's report

Library Director's report was reviewed and accepted. The library director shared a summary of how the library has been operating over the last month with patrons inside again and how it compares to the past. The board chair shared the fundraising raffle from May will be drawn and announced at the 9/8/2020 normal board meeting. A motion was duly made and seconded to accept the consent agenda which include the: minutes of 07/14/2020, Treasurer's report, and Library Director's report.

Vote: 5 yes, 0 abstentions, 0 no. Approved

4.0 Additions to agenda

None

5.0 Audience

None

6.0 Old Business

6.1 COVID-19 - RFL Review and discussion related to operating the RFL during the COVID-19 pandemic.

The board discussed the RFL's operations now during the pandemic.

No suggestions are being made to deviate from the COVID-19 Response Plan that was adopted in June 2020. No action taken.

6.2 Review BYLA-003

A motion was made by Jane Pincus and seconded by Carl Ellis to postpone review and discussion of BYLA-003, PERS-001, and PERS-002 until the 9/8/2020 meeting with the anticipation that it will be held in person. Vote: 5 yes, 0 abstentions, 0 no. Approved

7.0 New Business

7.1 Review PERS-001 Personnel policy & PERS-002 Director Job Description

Postponed, see 6.2 above.

8.0 Future Meetings

8.1 9/8/2020 next regular board meeting

9.0 Adjournment

A motion was made by Heidi Albright and seconded by Jeanne Beckwith to adjourn the meeting. Vote: 5 yes, 0 abstentions, 0 no. Approved. The meeting was adjourned at 17:31

Respectfully Submitted, Heidi Albright (Clerk)

A recording of this meeting can be found at (<https://fccdl.in/D2uWfomdMk>)

**To be approved at the next regular board meeting*

Approved at the 09/08/2020 Meeting.