

Meeting Minutes
Roxbury Free Library
Board of Trustees' Meeting
September 8, 2020 at 18:00
Roxbury Community Center

Present: Heidi Albright (Clerk), Jeanne Beckwith (Vice Chair), Ed Carney (Chair), Carl Ellis (Treasurer), Jane Pincus, Ryan Zajac arrived at 18:10 (Library Director)

Absent: None

Audience: None

1.0 Call to order

The meeting was called to order at 17:35

2.0 Additions/Postponements of Agenda Items

Jeanne Beckwith proposed discussing the possibility for the board to donate school supplies to RVS if there is a need.

3.0 Consent Agenda

3.1 Review of draft minutes of 8/11/2020

The minutes of 8/11/2020 were reviewed and accepted.

3.2 Review of Treasurer's report

The treasurer reported that a recent \$1,000 donation was not included in the report presented tonight. (Jane has sent a thank you already, but Ed will send an additional note) The fundraising raffle received nearly \$375. Treasurer's report was reviewed and accepted.

3.3 Review of Library Director's report

Upon arrival of Ryan Zajac and presentation of the August Director's report, the Library Director's report was reviewed and accepted. Highlights from the August report were the general compliance of patrons entering the building and following safety recommendations. A motion was made by Heidi Albright and seconded by Jane Pincus to accept the consent agenda which include the: minutes of 8/11/2020, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved

4.0 Additions to agenda

Jeanne Beckwith inquired with the other board members about potentially organizing a gift of school supplies for an RVS family if there is a need. The

board did not object to the idea and Ryan will inquire with Tina at RVS to determine if there is a need for the gifts or not.

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.

No action taken.

6.2 Review BYLA-003

A motion was made by Heidi Albright and seconded by Jeanne Beckwith to change the gender neutral pronouns in the document to “they, them, or their”. Vote: 4 yes, 0 abstentions, 0 no. Approved. (Jane Pincus was absent from the room at the time of vote.)

A motion was made by Ed Carney and seconded by Jeanne Beckwith to change the sentence about nominating committees to “may” from “shall” in the document. Vote: 5 yes, 0 abstentions, 0 no. Approved

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

Review of PERS-001 and PERS-002 was tabled for a future meeting.

7.0 New Business

7.1 RFL Fundraising Raffle

The board drew the winners of the Fundraising raffle. Each of the six baskets organizer will contact the winner and arrange for delivery of the items. No action taken.

7.2 Plan for 2020 Celebration of Support

The board discussed the donor and volunteer celebration event that has taken place in October the last few years. The board did not expect much enthusiasm or attendance for an event this year so they will notify volunteers and donors of a postponed event for early summer 2021. No action taken.

7.3 Library Director Evaluation (executive session)

The Library Director provided the board a copy of his self-evaluation for the FY20 fiscal year and departed the meeting.

A motion was made by Jeanne Beckwith and seconded by Carl Ellis to enter into executive session at 18:54 to discuss the performance evaluation for the Library Director. Vote: 5 yes, 0 abstentions, 0 no. Approved

A motion was made by Heidi Albright and seconded by Carl Ellis to exit executive session and return to open session at 18:59. Vote: 5 yes, 0 abstentions,

0 no. Approved. No discussion was made or action was taken upon returning to open session.

8.0 Future Meetings

8.1 9/21 - 9/25 Online Trustees and Friends conference (free)

8.2 10/13/2020 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 19:00

Respectfully Submitted, Heidi Albright (Clerk)