

Meeting Minutes
Roxbury Free Library
Board of Trustees' Meeting
October 14, 2020 at 11:00
Roxbury Community Center

Present: Heidi Albright (Clerk), Jeanne Beckwith (Vice Chair, arrived at 11:37), Ed Carney (Chair), Carl Ellis (Treasurer), Jane Pincus, Ryan Zajac (Library Director)

Absent: None

Audience: None

1.0 Call to order

The meeting was called to order at 11:14

2.0 Additions/Postponements of Agenda Items

None

3.0 Consent Agenda

3.1 Review of draft minutes of 9/8/2020

The minutes of 9/8/2020 were reviewed and accepted.

3.2 Review of Treasurer's report

Treasurer's report was reviewed and accepted.

3.3 Review of Library Director's report

Library Director's report was reviewed and accepted.

A motion was made by Heidi Albright and seconded by Jane Pincus to accept the consent agenda which include the: minutes of 9/8/2020, Treasurer's report, and Library Director's report. Vote: 4 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.

**To be approved at the next regular board meeting
Approved at the 00/00/202x Meeting.*

The board discussed RFL operations during the pandemic. Operations to date have been successful and buffered by low infection rates in our area. No action taken.

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

The board discussed both PERS-001 and PERS-002. No suggestions were made to either policy. No action taken.

7.0 New Business

7.1 Plan for 2020 Annual appeal

The board discussed the 2020 Annual appeal. Jane Pincus and Heidi Albright will take the lead on drafting a letter highlighting the challenges met during the pandemic. They will send a draft to the board when it is prepared and plan to mail it the week of the November board meeting. No action taken.

7.2 FY21 RFL Personnel contract discussion (executive session)

A motion was made by Ed Carney and seconded by Jane Pincus to enter into executive session with an invitation to the RFL director at 11:46 to discuss RFL personnel contracts for FY22. Vote: 5 yes, 0 abstentions, 0 no. Approved

A motion was made by Jane Pincus and seconded by Jeanne Beckwith to exit executive session and return to open session at 12:24. Vote: 5 yes, 0 abstentions, 0 no. Approved. No action taken after return to open session.

8.0 Future Meetings

8.1 11/10/2020 next regular board meeting

9.0 Adjournment

A motion was made by Jeanne Beckwith and seconded by Carl Ellis to adjourn the meeting. Vote: 5 yes, 0 abstentions, 0 no. Approved, the meeting was adjourned at 12:28

Respectfully Submitted, Heidi Albright (Clerk)