

Meeting Minutes

Roxbury Free Library
Board of Trustees' Meeting
November 17, 2020 at 17:30

*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.

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.

Present: Heidi Albright (Clerk, departed the meeting at 18:00), Jeanne Beckwith (Vice Chair), Ed Carney (Chair), Carl Ellis (Treasurer), Jane Pincus, Ryan Zajac (Library Director)

Absent: None

Audience: None

1.0 Call to order

Approved at the 12/08/2020 Meeting.

The meeting was called to order at 17:31

2.0 Additions/Postponements of Agenda Items

The board chair proposed, with no objections, postponing the consent agenda and working on items 6.1, 7.1, and adding the approval of program funds to cover upcoming program expenses.

3.0 Consent Agenda

3.1 Review of minutes of 10/14/2020 meeting

The minutes of 10/14/2020 were reviewed and accepted.

3.2 Review of Treasurer's report

Treasurer's report was not provided for this meeting.

3.3 Review of Library Director's report

Library Director's report was reviewed and accepted.

A motion was made by Jane Pincus and seconded by Ed Carney to accept the consent agenda which include the: minutes of 10/14/2020, and Library Director's report. Vote: 4 yes, 0 abstentions, 0 no.

Approved

4.0 Additions to agenda

The board discussed stipend amounts for upcoming programs and infrastructure for hosting virtual programs. A motion was made by Heidi Albright and seconded by Jeanne Beckwith to offer a stipend of \$200, and \$100 to the Abenaki-Land-Link presenters, and upgrade the RFL Zoom account to a professional level. Vote: 5 yes, 0 abstentions, 0 no. Approved

5.0 Audience

None

6.0 Old Business

6.1 Finalize annual appeal letter

The board discussed the third draft of the annual appeal letter Jane Pincus had prepared. A few suggestions were made and the letter was ready to be printed and mailed. No action taken.

7.0 New Business

Approved at the 12/08/2020 Meeting.

7.1 First review and discussion of FY22 draft budget

The board discussed the draft budget presented by the board treasurer. The budget is largely status quo to FY21 and the board did not indicate any major theme changes for FY22. A 2nd draft will be reviewed at the Dec. board meeting. No action taken.

8.0 Future Meetings

8.1 12/08/2020 next regular board meeting

9.0 Adjournment

A motion was made by Jane Pincus and seconded by Jeanne Beckwith to adjourn the meeting. Vote: 4 yes, 0 abstentions, 0 no. Approved. The meeting was adjourned at 18:30.

The audio recording of this meeting can be found at
(<https://fccdl.in/9kqDMmLIXG>)

Respectfully Submitted, Heidi Albright (Clerk)