

# Meeting Minutes

## Roxbury Free Library Board of Trustees' Meeting December 10, 2019 at 17:30

**Present:** Jeanne Beckwith (Vice Chair), Ed Carney, Carl Ellis (Treasurer) arrived at 17:55, Jane Pincus (Chair), Ryan Zajac (Library Director)

**Absent:** Heidi Albright (Clerk)

**Audience:** None

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### 1.0 Call to order

The meeting was called to order at 17:32

### 2.0 Additions/Postponements of Agenda Items

None

### 3.0 Consent Agenda

#### 3.1 Review of minutes of 11/12/2019 meeting

#### 3.2 Review of Treasurer's report and 2019 F.O.L. appeal update

Treasurer's report was reviewed and accepted.

#### 3.3 Review of Library Director's report

The library director gave updates on RFL operations and the response to the 2019 annual appeal. To date \$460 has been raised from 10 donors. The director shared that the 3 seats that will be up for election in 2020 and Jan. 27<sup>th</sup> is the deadline for getting a petition submitted to run for the office. Library Director's report was reviewed and accepted.

A motion was made by Jeanne Beckwith and seconded by Jane Pincus to accept the consent agenda which include the: minutes of 11/12/2019,

*\*To be approved at the next regular board meeting  
Approved at the 01/14/2020 Meeting.*

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 Finalized and approve FY21 proposed budget**

The director presented the final draft budget. Jane Pincus had questions about projections for insurance costs in FY21. No changes were proposed to the draft budget presented. A motion was made by Jane Pincus and seconded by Ed Carney to approve an article be included for vote at Town Meeting 2020 requesting the town allocate a level-funded \$30,800 for the operation of the Roxbury Free Library in FY21. Vote: 4 yes, 0 abstentions, 0 no. Approved

#### **7.0 New Business**

##### **7.1 Plan and coordinate holiday gift giving**

The board discussed how the gift giving has been organized in the past. All present agreed they would like to continue again this year. Ryan will confirm with RVS the makeup and preferences of the family who will be the recipients this year and then share the info with the board. All gifts are to be wrapped and delivered to the RFL no later than the 19<sup>th</sup> of Dec. Ryan will deliver the gifts to RVS on the 20<sup>th</sup>. No action taken.

##### **7.2 Discuss seed collection or related initiatives**

Ed Carney was in touch with the outreach office at High Moving Seeds and got quotes for seeds to be used for free distribution to community members. Ed proposed he cover the shipping cost on a variety of the seeds offered as donations. The donated seeds will then be distributed at Town Meeting 2020 in coordination with an information program and gardening demonstration to accompany the effort. The board discussed the proposal Ed Carney shared and supported the idea. No action taken.

##### **7.3 Director's request for FOL funds**

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The director presented the need for an additional barcode scanner to be used for the Branches project as well as a printer to replace the non-functional one currently at the RFL. A motion was made by Ed Carney and seconded by Jeanne Beckwith to approve the director's request to use F.O.L. funds to cover the expense of a replacement printer and a scanner for the implementation of the Branches project. Vote: 4 yes, 0 abstentions, 0 no. Approved

**8.0** Future Meetings

**8.1** 1/14/2020 next regular board meeting

**9.0** Adjournment

The meeting was adjourned at 18:12

Respectfully Submitted, Ryan Zajac (Acting Clerk)

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