

Agenda_Packet-05-11-2021

Agenda

Roxbury Free Library Board of Trustees' Meeting May 11, 2021 at 17:30

**Vermont is currently under a State of Emergency. The public is invited to participate in and view this board meeting from their homes. Should the public wish to participate in Public Comment, please do the following:

Familiarize yourself with the Zoom Platform.

Join Zoom Meeting: <https://us02web.zoom.us/j/5980212288>

Meeting ID: 598 021 2288

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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 call for the duration of the meeting - please mute yourself.

Roxbury Free Library Mission Statement: Our mission is to develop and nourish the spirit and imagination of all individuals in our community and to enrich their knowledge and understanding. We will provide free access to library services, programs, resources, and information. Our vision is to keep our library relevant in a complex world.

Agenda

Roxbury Free Library
Board of Trustees' Meeting
May 11, 2021 at 17:30

- 1.0 17:30 Call to order
- 2.0 17:31 Additions/Postponements of Agenda Items
- 3.0 17:33 Consent Agenda
 - 3.1 Review of minutes of 04/13/2021 meeting
 - 3.2 Review of Treasurer's report
 - 3.3 Review of Library Director's report
- 4.0 17:40 Additions to agenda
- 5.0 17:45 Audience
- 6.0 Old Business
 - 6.1 Discuss RFL West entrance repairs
- 7.0 New Business
 - 7.1 17:50 Monthly work on RFL advocacy plan?
 - 7.2 18:15 Consider a Celebration of Support for June?
- 8.0 Future Meetings
 - 8.1 06/08/2021 next regular board meeting
- 9.0 18:30 Adjournment

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Meeting Minutes

Roxbury Free Library
Board of Trustees' Meeting
April 13, 2021 at 17:30

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Meeting Minutes

Roxbury Free Library Board of Trustees' Meeting April 13, 2021 at 17:30

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

Absent: None

Audience: None

1.0 17:30 Call to order

The meeting was called to order at 17:36

2.0 17:31 Additions/Postponements of Agenda Items

None

3.0 17:33 Consent Agenda

3.1 Review of minutes of 03/09/2021 meeting

The minutes of 03/09/2021 were reviewed. A motion was made by Jeanne Beckwith and seconded by Carl Ellis to accept the draft minutes of 03/09/2021. Vote: 5 yes, 0 abstentions, 0 no. Approved

3.2 Review of Treasurer's report

The treasurer shared the monthly financial reports with the board with special attention paid to the maintenance and capital improvement funds. Treasurer's report was reviewed and accepted.

3.3 Review of Library Director's report

The Library director gave a brief summary of the work being initiated to implement the telecommunications grant awarded to the RFL. Library Director's report was reviewed and accepted. A motion was made by Jane Pincus and seconded by Heidi Albright to accept the consent agenda which include the:

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Meeting Minutes

Roxbury Free Library Board of Trustees' Meeting April 13, 2021 at 17:30

minutes of 03/09/2021, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved

4.0 17:40 Additions to agenda

None

5.0 17:45 Audience

None

6.0 Old Business

6.1 None

7.0 New Business

7.1 17:50 Plan RFL advocacy efforts

The board discussed the budget vote in March 2021. Ed Carney shared that he acquired the voter roll from the Town Clerk if the board would like to begin any outreach advocacy efforts. The board discussed in general ways to connect with the larger community. Topics that emerged were doing regular postcard mailings, a survey, creating a long-term RFL advocacy plan, using the Town's website more, etc.... The topics of advocacy and outreach will be the focus of the boards retreat in 2021. No action taken.

7.2 18:15 Discuss RFL West entrance repairs

The Library director provided a summary of the Insurance Company's concern about the crack on the top side of the platform. Dave McShane, with the Selectboard, informed Ryan they are in fact hoping to have the repairs made. The board discussed replacing the stair unit with an identical unit (~\$900). Ryan shared that staff have considered in the past a small porch with built in benches. The board discussed the challenges of finding contractors, getting estimates, and exploring other ideas that may emerge about the repair. The board will need a tentative deadline and financial input estimate to make any decisions on how to pursue the repair. No action taken.

8.0 Future Meetings

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Meeting Minutes

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8.1 05/10/2021 next regular board meeting

9.0 18:30 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 18:32

Respectfully Submitted, Heidi Albright (Clerk)

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Trustee Meeting held - May 11th 2021

Library Operations Report

Upcoming Events and Meetings

- RVS classroom visits, ongoing through the end of May
- 05/15 Poetry reading with Partridge Boswell
- 06/10 Author Caroline Ailanthus presentation

April Outreach

- In April the RFL hosted 2 programs (RVS classroom visit, and Arbor Day Kit distribution) and meeting space for 0 events. Attendance for these events included 6 adults and 13 children.
- The 2nd quarter Newsy was prepared and mailed in April.

Miscellaneous

- We have been organizing stakeholder focus group meetings to identify how best to use the \$1,500 telecommunications grant we received last month. Our planning is still in the preliminary phase and we do not have an identified target yet for where to spend the money.
- VLA Virtual conference is May 25th - June 2nd
- RFL COVID-19 Review
 - In the first week of May 2021 46% of VT public libraries are still closed to the public.
 - The door at the RFL is now open during normal hours of operation but occupancy is still limited to 6 individuals from any number of parties.

RFL Service description

- We have assisted community members to get registered to vote and understand the Town Meeting process in 2021.

Volunteers providing service in the last month

Lisa and I are exploring ways to re-integrate some more volunteer presence around the RFL now that the building is a little more open.

April by the numbers Roxbury Free Library

April does not bring too much to report. One observation is that even with the addition of two new content services, Hoopla and Kanopy, our digital content usage has not grown dramatically over the first quarter as those two services first became available. The services have drawn in new patrons, but existing patrons haven't fully adopted them yet.

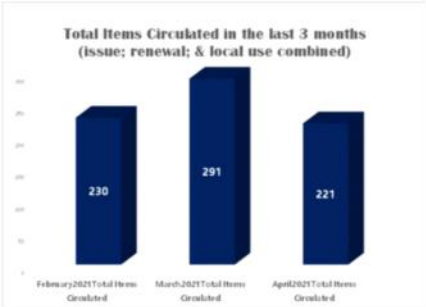
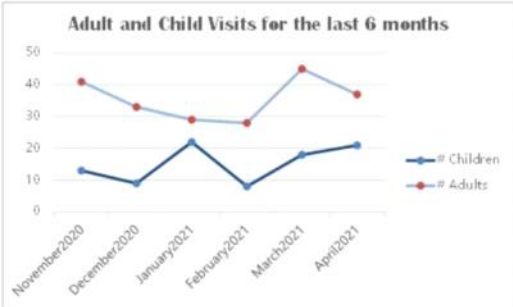
58 visits

0.74 visitors per hour open

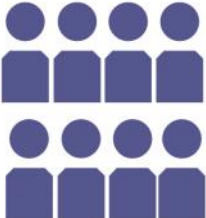

↓ 8%

since March

Summary Statistics of RFL



 7,983 items in the collection	 13 reference questions answered	 39 e-content accessed	ILL 1 → RFL → 1
www.roxburyfreelibrary.org was visited ~472 times in April 2021			

 0 Passes checked out + 3 Registered new patrons	 357 active patrons. 94 Registered users of LUV
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1 Computer Users	213 Wi Fi clients
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