

# Agenda\_Packet\_03-09-2021

## Agenda

Roxbury Free Library  
Board of Trustees' Meeting  
March 9, 2021 at 17:30

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\*\*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

One tap mobile

+13017158592,,5980212288# US

(Washington D.C)

Dial by your location

+1 929 205 6099 US (N.Y.)

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 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.*

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- 1.0 17:30 Call to order
- 2.0 17:31 Additions/Postponements of Agenda Items
- 2.1 17:33 Reorganization of board and appointments to board offices.
- 3.0 17:37 Consent Agenda
  - 3.1 Review of minutes of 02/09/2021 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 Review Town Meeting election results
- 7.0 New Business
  - 7.1 17:50 Review MISS-002-Mission Statement
- 8.0 Future Meetings
  - 8.1 04/13/2021 next regular board meeting
- 9.0 18:30 Adjournment

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## Meeting Minutes

Roxbury Free Library  
Board of Trustees' Meeting  
February 9, 2021 at 17:30

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*Approved at the 00/00/202x Meeting.*

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## Meeting Minutes

### Roxbury Free Library Board of Trustees' Meeting February 9, 2021 at 17:30

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**Present:** Heidi Albright (Clerk) arrived at 17:43, 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 17:35** Consent Agenda

**3.1** Review of minutes of 01/12/2021 meeting

A motion was made by Jane Pincus and seconded by Jeanne Beckwith to accept the minutes of 01/12/2021. Vote: 4 yes, 0 abstentions, 0 no. The minutes of 01/12/2021 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.

*Approved at the 00/00/202x Meeting.*

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## Meeting Minutes

### Roxbury Free Library Board of Trustees' Meeting February 9, 2021 at 17:30

A motion was made by Heidi Albright and seconded by Jane Pincus to accept the consent agenda which include the: minutes of 01/12/2021, 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 Discuss outreach and specifics for Town Meeting 2021

Ryan summarized the conversations he has had with Claire St. John about Town Meeting 2021. The board discussed ensuring they have a presence at the upcoming informational meetings. Ed will organize reminders to make sure the RFL is represented at both meetings. No action taken.

**7.2** 18:00 Plan spring fundraising efforts

The board discussed the annual basket raffle and book sales. Waiting for warmer weather and in-person events was the theme most members favored. No action taken.

**8.0** Future Meetings

**8.1** 02/20/2021 10:00 Informational Meeting #1

03/01/2021 6:30 (?) Informational Meeting #2

03/02/2021 "Town Meeting" day

03/09/2021 next regular board meeting

**9.0** 18:30 Adjournment

*Approved at the 00/00/202x Meeting.*

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## Meeting Minutes

Roxbury Free Library  
Board of Trustees' Meeting  
February 9, 2021 at 17:30

A motion was made by Heidi Albright and seconded by Carl Ellis to adjourn the meeting. Vote: 5 yes, 0 abstentions, 0 no. The meeting was adjourned at 18:14

Respectfully Submitted, Heidi Albright (Clerk)

DRAFT

*Approved at the 00/00/202x Meeting.*

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**Trustee Meeting held – March 9<sup>th</sup> 2021**

# Library Operations Report

## Upcoming Events and Meetings

- RVS classroom visits, ongoing through spring
- 03/11 UVM Extension Master Gardener program
- 03/18 Legislator Open House

## February Outreach

- In February the RFL hosted 3 programs (RVS classroom visits and RFL Virtual Tour) and meeting space for 0 events. Attendance for these events included 4 adults and 16 children.
- Curbside deliveries have been a little slower in the last month than some of the earlier parts of the winter.
- RFL staff are exploring ways to better maximize staff time and the RFL hours of operation in light of ongoing slow visit rates on Thursdays.

## Miscellaneous

- Ryan attended the VT Public library Directors summit in January 2021.
- The RFL will be jointly submitting a grant application with the RVS library for a CLIF grant to promote literacy initiatives in our community.
- RFL COVID-19 Review
  - Well, not much has changed in terms of recommendations and guidance so we seem to continue to be in a good place in regards to our operations.

## RFL Service description

- We received a donation here in the early part of March 2021 that came along with a note expressing sincere gratitude for everything the RFL had been able to provide for their family throughout the pandemic.

## Volunteers providing service in the last month

Michael, Luke, and Devin Fuller



# February by the numbers Roxbury Free Library

We are a small town. At this point in time we are seeing variations in individuals and families visits impact our overall stats. For example, with school break in Feb. we didn't see some families we normally do each week, thus the lower no. of children impacts overall monthly stats. Please note, "e-Content" stats below now includes circulation data from LUV; Hoopla; & Kanopy.

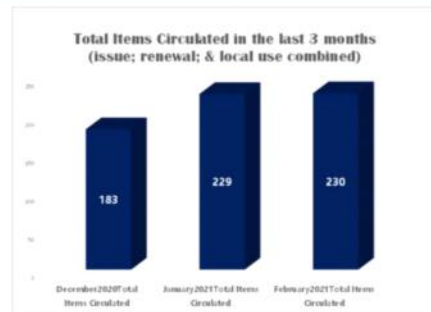
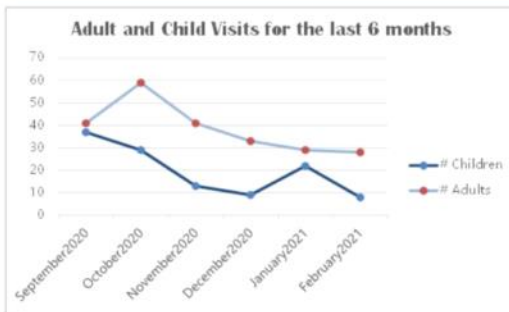
## 36 visits

0.52 visitors per hour open

↓ 29%

since January

### Summary Statistics of RFL





**7,927**  
items  
in the collection

?

4  
reference  
questions  
answered

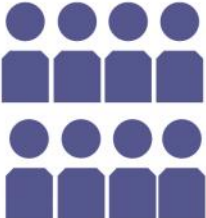


**78** e-content  
accessed

ILL

1 → RFL → 1


[www.roxburyfreelibrary.org](http://www.roxburyfreelibrary.org)  
was visited ~56 times in February 2021



**0** Passes checked out

+

**1**  
Registered new patrons



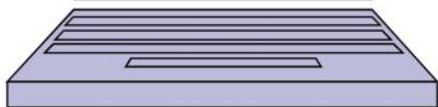
**354** active patrons.  
**93** Registered users of LUV

2

Computer Users

178

Wi Fi clients



<b>ID</b>	<b>Title</b>	<b>Frequency</b>	<b>Last Revision</b>
MISS-002	Mission Statement	Annually	03-10-2020

**Roxbury Free Library  
Mission Statement**

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Date of adoption 03-10-2020

Record of Adoption

Approved 4

Abstentions 0

Opposed 0