

# Agenda\_Packet\_06-09-2020

## **Agenda**

### **Roxbury Free Library Board of Trustees' Meeting June 9, 2020 at 17:30**

---

\*Vermont is currently under a State of Emergency and Governor Scott has instituted a Stay at Home order. 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 via a phone.

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.

- 1.0** Call to order
- 2.0** Additions/Postponements of Agenda Items
- 3.0** Consent Agenda
- 3.1** Review of draft minutes of 5/12/2020 meeting

- 3.2 Review of Treasurer's report
- 3.3 Review of Library Director's report
- 4.0 Additions to agenda
- 5.0 Audience
- 6.0 Old Business
- 6.1 COVID-19 - RFL Review and discussion on decisions related to reopening the building to the public.
- 7.0 New Business
- 7.1 None
- 8.0 Future Meetings
- 8.1 7/14/2020 next regular board meeting
- 9.0 Adjournment

## Meeting Minutes

Roxbury Free Library  
Board of Trustees' Meeting  
May 12, 2020 at 17:30

---

\*Vermont is currently under a State of Emergency and Governor Scott has instituted a Stay at Home order. 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 Free Conference Call Platform via a phone.

Join the Conference Call: 1-978-990-5290

Meeting Access Code: 7351812

The chairperson will open the 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 Public 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), Jeanne Beckwith (Vice Chair), Ed Carney (Chair), Carl Ellis (Treasurer) arrived at 17:50, Jane Pincus, Ryan Zajac (Library Director)

**Absent:** None

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

**Audience:** None

**1.0 Call to order**

The meeting was called to order at 17:34 with a roll call of all board members present.

**2.0 Additions/Postponements of Agenda Items**

Ed Carney proposed adding a potential executive session during Agenda item 7.1 since discussing safety measures related to the RFL in an open setting could be counterproductive to achieving successful safety measure implementation.

**3.0 Consent Agenda**

**3.1 Review of draft minutes of 3/10/2020, and 3/17/2020 meetings**

Ed Carney recommended the minutes of 3/10/2020 include the adopted language under MISS-002 agenda item. The minutes of 3/10/2020 and 3/17/2020 were reviewed and accepted with the amendments made to the 3/10/2020.

**3.2 Review of Treasurer's report**

Treasurer's report was reviewed and accepted upon arrival of the board treasurer, Carl Ellis.

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

The Library Director shared a summary of some of the work priorities the staff has been following since the building's closure to the public. The director also shared a summary of how staff have been serving community members with modified circulation procedures, such as curbside pickup of materials. Library Director's report was reviewed and accepted.

A motion was made by Heidi Albright and seconded by Jeanne Beckwith to accept the consent agenda which include the: amended minutes of 3/10/2020, the draft minutes of 3/17/2020, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved

**4.0 Additions to agenda**

None

**5.0 Audience**

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

None

**6.0 Old Business**

**6.1 Green Up Day/Spring fundraising**

The board discussed what may be happening in town over the next couple of months and how the book sale and raffle fundraisers might occur in conjunction with them. A motion was made by Jane Pincus and seconded by Jeanne Beckwith to postpone any book sales until 2021 and attempt to award all raffle winners during a group celebrations that may occur in Roxbury this summer. Vote: 5 yes, 0 abstentions, 0 no.

Approved

**7.0 New Business**

**7.1 COVID-19 - RFL Review and Update**

A motion was made by Ed Carney and seconded by Heidi Albright to enter into executive session at 18:27 to discuss RFL safety measures related to COVID-19. Vote: 5 yes, 0 abstentions, 0 no. Approved

A motion was made by Jane Pincus and seconded by Heidi Albright to exit executive session and return to open session at 18:48. Vote: 5 yes, 0 abstentions, 0 no. Approved

The board discussed the RFL staff exercising caution when determining when to open the building to the public. No action taken.

**7.2 Review BYL-003**

A motion was made by Heidi Albright and seconded by Jane Pincus to postpone the review of BYL-003 until the June 9<sup>th</sup> 2020 normal board meeting. Vote: 5 yes, 0 abstentions, 0 no. Approved

**8.0 Future Meetings**

**8.1 6/9/2020 next regular board meeting**

**9.0 Adjournment**

A motion was made by Jeanne Beckwith and seconded by Heidi Albright to adjourn the meeting. Vote: 5 yes, 0 abstentions, 0 no. Approved. The meeting was adjourned at 18:51

The audio recording of this meeting can be found at  
(<https://fccdl.in/kKk4PK2qsi>)

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

Respectfully Submitted, Heidi Albright (Clerk)

DRAFT

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

# Library Operations Report

## Upcoming Events and Meetings

- Nothing planned.
- CLSP is still being planned. Schools will be out of session starting on June 15<sup>th</sup>.
- A recent survey in Vermont identified only 8% of library patrons thought it a good idea to start in person programs this summer.

## May Outreach

- In April the RFL hosted 0 programs.
- The ball is rolling for a July 1<sup>st</sup> edition of the Newsy. The July 2020 edition will mark the 5<sup>th</sup> anniversary of the Newsy.
- We estimate ~86 books have been distributed to community members from the Free Library sitting on the RFL porch (as of 6/7/2020).
- Outreach phone calls and interviews slowed down by the 2<sup>nd</sup> half of May as we shifted to closing out the fiscal year and planning for reopening.
- Throughout the COVID-19 shutdown we have provided more entertainment services than information resources. In conversations with other surrounding library directors, we have been surprised there has not been more employment or resource navigation advisory provided during our closures. However, we have definitely filled a gap for families schooling at home and even some teachers who have not been able to access their classrooms.
- As due dates in the computer system and quarantine of returns came together at the end of May we realized our system was not setup to reflect our current practices. The last week of May and first week of June had us talking to many patrons inquiring as to why they were still getting overdue notices on items they have returned. We believe we have modified the system to reflect the quarantine time of materials so the notices make sense to patrons.
- I attended a VT. Small and Rural library virtual summit on May 29<sup>th</sup>.

## Miscellaneous

- RFL COVID-19 Review
  - March 17<sup>th</sup>, we closed the building to public access. Following the closure Lisa and I arranged for curbside delivery and pickup of materials in consolidated blocks of time during the week.
  - March 25<sup>th</sup>, we ceased circulating materials after the Stay Home Stay Safe Order was issued by Governor Scott.



**Trustee Meeting held – June 9<sup>th</sup> 2020**

- April 7<sup>th</sup>, we resumed curbside circulation of materials after we put in place protocols that we were confident in being able to protect patrons, staff, and still comply with the Governor’s order of keeping people separated (nothing has changed with our circulation procedures since then)
- We have wrapped up our work on the end of the fiscal year and project having the FY20 budget exhausted by June 30<sup>th</sup> 2020.
- To comply with the VOSHA safety requirements for safe workplaces during COVID-19 I have been designated as the RFL’s health and safety chair.
- The COVID-19 response plan I have been sharing weekly with the board is still the most up to date resource for our plans and questions on RFL operations during the pandemic.

**RFL Service description**

- Our facilities and services provide community members and travelers assistance during emergencies (power outages; car break downs; etc... Wi Fi serves a lot of people, and I’m not surprised anymore when someone asks to fill water jugs at the RFL because they don’t have water at home.)

**Volunteers providing service in the last month**

- Debra Rogler
- Hannah Zajac

# May by the numbers Roxbury Free Library

Bleak numbers this May for circulation. Material circulation is not our only metric of service, but an important one we always monitor. We had expected to see another “wave” of curbside deliveries mid-month which did not happen. We tend to see a trending increase of visitation and circulation from May through August, but the pandemic appears to be negating that trend.

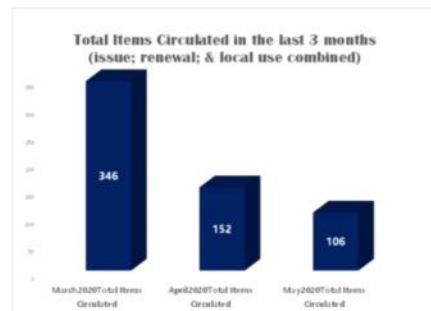
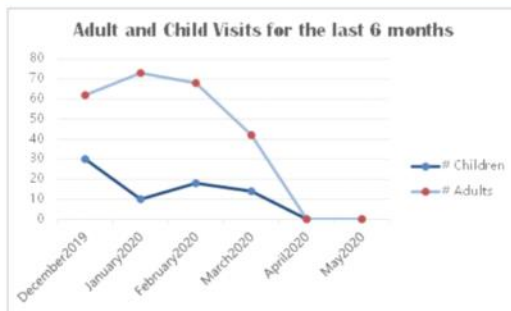
## 0 visits

0 visitors per hour open

↑ 0%

since April

## Summary Statistics of RFL



  
**7,485**  
items  
in the collection

  
**0**  
reference  
questions  
answered


 **28** e-books  
borrowed

**ILL**  
0 → RFL → 2

[www.roxburyfreelibrary.org](http://www.roxburyfreelibrary.org)  
was visited ~89 times in May 2020



**0** Passes checked out  
**+ 0**  
Registered new patrons

 **330** active patrons.  
**89** Registered users of LUV

