

Agenda_Packet_07-14-2020

Agenda
Roxbury Free Library
Board of Trustees' Meeting
July 14, 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 6/9/2020 and 6/23/2020 meetings
 - 3.2 Review of Treasurer's report and end of FY20 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 operating the RFL during the COVID-19 pandemic.
- 7.0 New Business
 - 7.1 Review BYLA-003
- 8.0 Future Meetings
 - 8.1 8/11/2020 next regular board meeting
- 9.0 Adjournment

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

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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: Jeanne Beckwith (Vice Chair), Ed Carney (Chair), Carl Ellis (Treasurer) arrived at 17:53, Jane Pincus, Ryan Zajac (Library Director)

Absent: Heid Albright (Clerk)

Audience: None

1.0 Call to order

The meeting was called to order at 17:37

2.0 Additions/Postponements of Agenda Items

None

3.0 Consent Agenda

3.1 Review of draft minutes of 5/12/2020 meeting

The minutes of were reviewed and accepted.

3.2 Review of Treasurer's report

**To be approved at the next regular board meeting*

Approved at the 00/00/202x Meeting.

The treasurer shared his report from the May statements. Some discussion ensued about drawing the raffle winners around Labor Day and advertising that tickets were still available for purchase. Treasurer's report was reviewed and accepted.

3.3 Review of Library Director's report

The Library Director shared the general flow of the RFL during May and summarized some of the discussions library directors have been having about opening to the public in the future. 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 5/12/2020, 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 COVID-19 - RFL Review and discussion on decisions related to reopening the building to the public.

The board discussed outstanding questions and options available to the RFL for future operations in light of the COVID-19 pandemic. Board members worked through the COVID-19 Response Plan the RFL staff has prepared and been updating. Factors such as liability, occupancy limits, disinfection practices, and other variables were debated. A motion was made by Carl Ellis and seconded by Jane Pincus to direct the Library Director to prepare a detailed plan of implementing Model III at the RFL (hybrid model of walk-in and scheduled block times of service for patrons). The board will tentatively plan to meet on June 23rd at 3:30 to make final decisions on specifics of the proposed plan and opening the facility to public use. Vote: 4 yes, 0 abstentions, 0 no. Approved.

7.0 New Business

7.1 None

8.0 Future Meetings

8.1 7/14/2020 next regular board meeting

9.0 Adjournment

A motion was made by Carl Ellis and seconded by Jane Pincus to adjourn the meeting. Vote: 4 yes, 0 abstentions, 0 no. Approved, the meeting was adjourned at 19:21

Respectfully Submitted, Ryan Zajac (acting clerk)

A recording of this meeting can be found at (<https://fccdl.in/3dyphiaW30>)

**To be approved at the next regular board meeting*

Approved at the 00/00/202x Meeting.

Meeting Minutes
Roxbury Free Library
Board of Trustees' Meeting
June 23, 2020 at 15:30

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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: Jeanne Beckwith (Vice Chair), Ed Carney (Chair), Jane Pincus, Ryan Zajac (Library Director)

Absent: Heidi Albright (Clerk), Carl Ellis (Treasurer),

Audience: None

1.0 Call to order

The meeting was called to order at 15:33

2.0 Additions/Postponements of Agenda Items

None

3.0 Consent Agenda

3.1 None

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

4.0 Additions to agenda

None

5.0 Audience

None

6.0 Old Business

6.1 COVID-19 - RFL Review and discussion on decisions related to reopening the building to the public.

The board discussed the proposed plan for reopening the building to public use. Questions included the need to take temperature readings of patrons entering the building and the appropriate length of quarantine for returned materials. A motion was made by Jeanne Beckwith and seconded by Jane Pincus to approve the proposed RFL COVID-19 response plan with the intention of starting the transition period the week of July 5 2020. Vote: 3 yes, 0 abstentions, 0 no. Approved

7.0 New Business

7.1 None

8.0 Future Meetings

8.1 7/14/2020 next regular board meeting

9.0 Adjournment

A motion was made by Jane Pincus and seconded by Jeanne Beckwith to adjourn the meeting. Vote: 3 yes, 0 abstentions, 0 no. Approved The meeting was adjourned at 16:18

A recording of this meeting can be found at (<https://fccdl.in/edlWYyWVuw>)

Respectfully Submitted, Ryan Zajac (Acting Clerk)

**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.
- We have until October 15th to use the \$250 performer grant we were awarded for a summer children's performance.
- We are exploring a drive thru COVID-19 Roxbury art show program if we are able to track down enough creations to display that were made during the last few months.

June Outreach

- In June the RFL hosted 0 programs.
- A July 2020 edition of the Newsy was prepared and mailed. The July 2020 edition will mark the 5th anniversary of the Newsy.
- We estimate ~110 books have been distributed to community members from the Free Library sitting on the RFL porch (as of 7/11/2020).
- On June 13th we installed a new repeater to our wi fi network. We were able to acquire a more powerful unit through the Governor's initiative of making WiFi more accessible in underserved locations (the physical distance our network extends is now farther). You might notice our original network "Roxbury Free Library" is now accompanied by the "Roxbury Hotspot". As we get the licensing filed you may continue to see both network names appear as available WiFi networks – both networks run off of the RFL.
- Attraction passes are not circulating well if at all right now during the pandemic. We were not offered passes to VT. State Parks and Historic Sites this year as those institutions are trying to minimize visitation. Many of the other institutions are not even open for patrons to access.

Miscellaneous

- RFL COVID-19 Review
 - July 7th was the first day we admitted patrons inside the building as part of our phased reopening.
- Highlights from the first week of operating with patrons inside the building.
 - Biggest take away has been that interest in scheduling a visit to the RFL has been slow – we have not been overwhelmed with demand.
 - Changes to the building seem to be effective in accomplishing what we need.
 - There were many small tweaks to how we open, operate, and close the building that we were able to experiment with during this week.
 - Disinfection demands have not been burdensome since we have not had many patrons inside.

Trustee Meeting held – July 14th 2020

REPORT

June 2020

- The 30 minute blocks have been adequate and acceptable for the patrons through so far. Curbside and home deliveries have continued throughout the week.
- We still need to setup our laptops to be delivered more efficiently, but they are here and available regardless of how quickly we get someone onto the device.
- For you information I pasted at the end of this report the first round of responses from public libraries across the state in regards to their operating status.
- Though we never saw any real change in the amount of electronic resources borrowed during the closure, we did see an uptick in interest of the Universal Class platform (we are unable to track our patrons' use of that platform so I can't confirm that getting a patron setup to take a class concluded with them actually taking a class).

RFL Service description

- We are here and continue to be here to provide our community members varied services during the COVID-19 pandemic.)

Volunteers providing service in the last month

- Debra Rogler
- Hannah Zajac

Summary of Results from Public Library Operations in VT. - 98 Submitting Libraries as of 7/8/2020

- Current status of the library building
 - Closed = 2 (3%)
 - Staff only = 68 (69%)
 - By Appointment = 7 (7%)
 - Open = 21 (21%)
- Current hours as a percentage of full hours
 - Average = 74%
- Are any staff currently laid off or furloughed?
 - Yes = 15 (15%)
 - No = 83 (85%)
- Are any volunteers working in the building?
 - Yes = 20 (20%)
 - No = 78 (80%)
- If patrons are in the building, is there a time limit for visits?
 - Yes = 16 (52%)

Trustee Meeting held – July 14th 2020

REPORT

June 2020

For Some Activities = 6 (19%)

Cycle Patrons Out = 1 (3%)

No = 7 (23%)

- Are you creating virtual programming?

Yes = 76 (78%)

No = 22 (22%)

- Do you offer in-person programming? (includes programs that are outside the building, such as walks, movies, or drive-ins)

Yes = 28 (29%)

No = 69 (71%)

- Do you offer curbside pickup?

Yes = 94 (98%)

No = 2 (2%)

- If you are open to the public, are your stacks open for browsing?

Open = 25 (81%)

Some Closed = 2 (6%)

Closed = 4 (13%)

- Do you participate in interlibrary loan?

Yes = 77 (79%)

No = 21 (21%)

- Do you offer public WiFi outside of the building?

Yes = 96 (99%)

No = 1 (1%)

- If you are NOT open to the public, do you still offer printing, faxing, scanning, or similar services?

Yes = 44 (58%)

No = 32 (42%)

- Are you allowing patrons to use the library's public computers – in the building?

Yes = 24 (28%)

No = 63 (72%)

- Are you allowing patrons to use the library's public computers – outside the building?

Yes = 17 (22%)

No = 62 (78%)

Trustee Meeting held - July 14th 2020

REPORT

June 2020

- Are you allowing patrons to use the library's public computers - checkout for home use?

Yes = 9 (12%)

No = 68 (88%)

- If you are open to the public, do you currently offer meeting space?

Yes = 4 (8%)

No = 41 (79%)

Don't Have Meeting Space = 6 (12%)

- What is your patron mask policy?

Required = 51 (85%)

Suggested = 8 (13%)

No Guidance = 1 (2%)

- Do you offer masks for patron use?

Yes = 34 (59%)

No = 24 (41%)

June by the numbers Roxbury Free Library

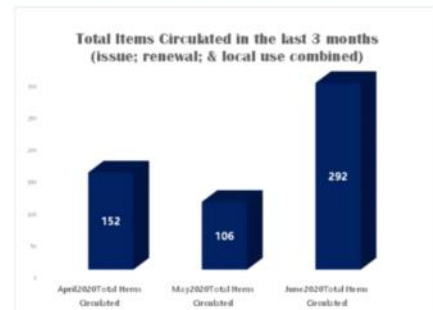
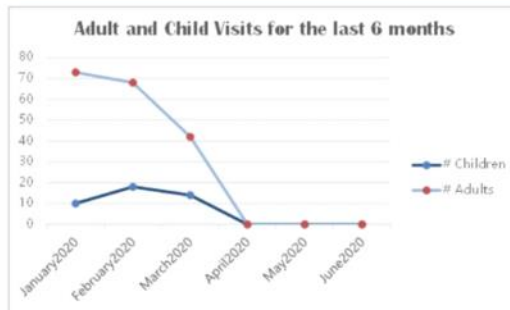
Well, if nothing else we can say we've been consistent over the last 3 months at the RFL - no visitors! One noticeable change however was that we saw circulation approach what would have been more normal for pre-pandemic circulation, which is positive news overall.

0 visits

0 visitors per hour open

↑ 0%
since May

Summary Statistics of RFL




7,673
items
in the collection

?
0
reference
questions
answered



34 e-books
borrowed

ILL
1 → RFL → 3

www.roxburyfreelibrary.org
was visited ~53 times in May 2020



0 Passes checked out

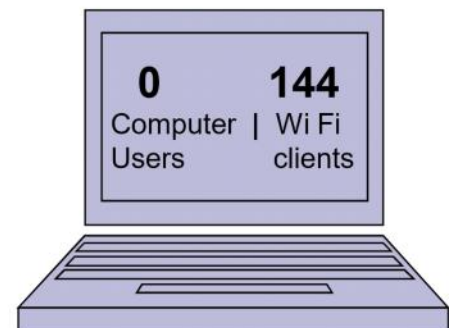
+ 1

Registered new patrons



331 active patrons.

89 Registered users of LUV



0 Computer Users
144 Wi Fi clients

ID	Title	Frequency	Last Revision
BYLA-003	By-Laws	Annually	05-08-2018

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Article 1: Title and Authority

The name of these by-laws shall be known as the Roxbury Free Library By-laws.

Article VIII of the 2/22/1911 Roxbury Town Meeting stated: *To see if the Town will elect a board of Library Trustees and instruct such board to make application to the State Board of Library Commissioners under Section 878 and 879 of Vermont Statutes.*

The June 30th 1912 Report of the VT. Library Commissioners declared the legal establishment of the Roxbury Free Library.

In each of the towns of Colchester, Grand Isle, Lowell, Middlebury, Roxbury, Troy, Weathersfield and Williamstown, we have established a free public library under the library law by giving to each town conforming to the requirements of that law a one hundred dollar collection of books selected with regard to the particular needs of the town.

Article 2: Purpose

The purpose of the Board of Trustees for the Roxbury Free Library is to oversee the operation of library in accordance with statutes of the State of Vermont and in accordance with the Roxbury Free Library By-laws.

Article 3: Fiscal Year

The fiscal year of the Roxbury Free Library shall be July 1 through June 30.

Article 4: Board of Trustees

The Roxbury Free Library shall be governed by a Board of Trustees. The Board of Trustees shall consist of five members, all elected for terms of three years each at the annual Roxbury town meeting. Terms will be staggered.

A. Eligibility and Election to the Board

- A.1. Eligibility for the Board of Trustees shall be limited to adults who are residents of Roxbury.
- A.2. Newly elected Trustees will take office at the first meeting following the annual Roxbury town meeting.
- A.3. In the event of a board vacancy after the annual Roxbury town meeting the board will recommend an appropriate individual to the Roxbury Selectboard. The Selectboard will then appoint a trustee until the following annual Roxbury town meeting. The Selectboard may choose to appoint an individual of their own.

B. Responsibilities and Action of Board Members

- B.1. Trustees, as stated in VSA Title 22, Chapter 3, § 143, shall have full power to manage the public library, make and revise by-laws, elect officers, establish library policy and receive, control and manage property which shall come into the hands of the municipality of Roxbury by gift, purchase, devise or bequest for the use and benefit of the library.
- B.2. Trustees shall also be responsible for long range planning of library services to the community; fundraising, budgeting and financial management of the library; maintenance of the library building; hiring a library director; maintaining and fostering strong relations between the library and the community; and serving as advocates for the library and library service.
- B.3. All the actions of the Trustees shall be as a unit of the board. No individual Trustee of the board shall act on behalf of the board, on any matter, without prior approval of the board. No Trustee by virtue of his office, shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.
- B.4. Each Trustee shall have one vote, irrespective of office held.
- B.5. A Trustee must be present at a meeting to have his vote counted.

C. Conduct of Board Members

- C.1. Neither the library nor anyone affiliated with the library shall discriminate against any person or group on any arbitrary basis.
- C.2. No compensation may be paid to the Trustees for their services. However, Trustees may be reimbursed for their actual and necessary expenses incurred in performing duties if so authorized by the Board. If individual Trustees wish to join Vermont Library Association, they will be expected to pay the dues themselves.
- C.3. Trustees shall be under an affirmative duty to disclose their actual or potential conflicts of interest, either direct or indirect, in any matter under consideration by the Board or by a committee exercising any authority of the Board, and such interest shall be made a matter of record in the minutes of the meeting. A trustee or member of a committee having such an interest shall be permitted to make a statement with regard to the matter but shall not be permitted to participate in the discussion or decision of the matter.
- C.4. **Description of conflict.** A conflict of interest shall include any situation where a person's pecuniary or other significant personal interest, whether direct or indirect, in a matter before the Board conflicts with, or may tend to conflict with, such person's fiduciary duties to the Library. Such interest would normally include any ownership or financial interest through business, investment, or family ties, and a compensation arrangement. A matter before the Board shall include a matter before a committee exercising any authority of the Board.

D. Termination of Board Members

- D.1. The term of office of a Trustee may be terminated prior to its expiration in any of the following ways: (i) voluntarily by a Trustee upon notice to the Library; (ii) automatically upon failure to meet qualifications for office; and (iii) involuntarily for cause by vote of the Board of Trustees provided that the accused Trustee is given adequate notice of the charges (e.g., breaking the conduct articles above) and the opportunity to respond in person or in writing. A Trustee who is absent from two consecutive board meetings or three meetings in a year, unless excused by the Board, shall be presumed to have resigned.

Article 5: Board Officers

- A. The officers of the Board shall be the Chairperson, Vice-Chairperson, Secretary and Treasurer, elected annually by the Board at the annual meeting in April each year. These officers shall serve for a period of one year. Vacancies of officers shall be filled by election of the Board.
- B. The Chairperson shall preside at all meetings of the Board, shall issue notice of all regular and special meetings, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board of Trustees, serve as an ex-officio voting member of all committees, and perform other duties as determined by the board.

- C. The Vice Chairperson, in the event of the absence or disability of the Chairperson, or of a vacancy in that office, shall assume and perform the duties and functions of the Chairperson.
- D. The Secretary shall keep a true and accurate record of all meetings of the Board and shall perform such other duties as determined by the board.
- E. The Treasurer shall be the disbursing officer of the Board and shall perform such other duties as determined by the board.
- F. In the absence or inability of an officer to perform his duties, his duties shall be performed by such other members of the Board as the Board may designate.

Article 6: Library Director

- A. The Board shall appoint a Library Director who shall be the executive officer of the library under the direction and review of the Board and subject to the policies established by the Board. He will develop and implement responsive, effective services for the community; will employ and direct the staff and volunteers; will operate the library under the financial conditions contained in the annual budget; and will share responsibility with the Board of Trustees for the care of the buildings and equipment.
- B. The Library Director shall attend all board meetings except any portion of a meeting at which his appointment or salary is discussed or decided. The Library Director shall render and submit to the Board monthly reports and make recommendations of such policies and procedures, which, in the opinion of the Library Director, will improve efficiency and quality of library service.
- C. An annual evaluation of the Library Director will be done by the Board.

Article 7: Committees

- A. A nominating committee shall be appointed by the Chairperson three months prior to the annual Roxbury town meeting. Other candidates interested in serving on the Board can obtain the necessary papers from the Town Clerk so they can be placed on the Town Meeting Ballot.
- B. Committees for specific purposes may be appointed by the Chairperson. Such committees shall serve until the completion of the work for which they were appointed. Committees may include members of the community with particular expertise or interest, but there should be at least one Trustee on each committee.
- C. All Committees shall make a progress report to the Board at each of its meetings.
- D. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific powers to act.

Article 8: Board Meetings

- A. Regular meetings shall be held each month, the date and hour to be set by the Board. All Trustees are expected to attend all meetings of the board unless excused by the Chairperson for a particular reason.
- B. Special meetings of the Board may be called at any time by the Chairperson or upon the request of three members for a specific purpose.
- C. Executive session is available for a instances when board work includes sensitive matters or confidential information. Outside of executive session, all meetings of a majority of the Board are public meetings, during which members of the public may address the Board on any issue on its agenda, subject to reasonable rules to ensure order and civility.
- D. The Trustees shall make a report at the annual Roxbury town meeting of the library activities, of the condition of the library and of the management and expenditure of moneys as have come into their hands.
- E. A simple majority of the Trustees currently holding office shall constitute a quorum for conducting all business. If a quorum is not present at a regular meeting, the attending Trustees may set a date for another meeting to be held within two weeks, and the Chairperson shall notify the absent Trustees of this specially called meeting.
- F. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient:
 - i. Roll Call of Members
 - ii. Secretary's report
 - iii. Treasurer's report
 - iv. Library Director's report
 - v. Committee reports
 - vi. Unfinished business
 - vii. New business
 - viii. Period for Public Expression
 - ix. Adjournment
- G. Agendas for regular and special meetings and minutes of meetings will be posted according to the Vermont Open Meeting Law.

Article 9: Budgetary and Financial Procedures and Responsibilities

- A. The Trustees have "full power" to spend the voter-approved appropriation from the general fund, grants of money, as well as money raised by the library through fundraising efforts, as outlined in the library budget. Money shall be deposited in the library account kept by the Roxbury Town Clerk. Payments shall be made from this account against submissions of the library director when approved by the

library treasurer of the board or upon submission approved by any two of the library trustees.

- B. The operating and financial reports for the previous year shall be presented at the regular meeting in July.
- C. The preliminary budget for the subsequent fiscal year, as prepared by the Library Director and Treasurer, should be presented to the Trustees in November each year.
- D. The final budget for the subsequent fiscal year shall be presented (and approved by the Board assuming all is in order) at the December meeting.

Article 10: Review and Amendments

These By-Laws will be reviewed annually in April. These By-Laws may be amended or repealed in accordance with the procedure set forth relating to adoption of ordinances and rules in VSA Title 24 Chapter 59, Section 1976.

Date of adoption 05-08-2018

Record of Adoption

Approved	<u>3</u>
Abstentions	<u>0</u>
Opposed	<u>0</u>