

Agenda_Packet_10-14-2020

Agenda
Roxbury Free Library
Board of Trustees' Meeting
October 14, 2020 at 11:00
Roxbury Community Center

- 1.0 Call to order
- 2.0 Additions/Postponements of Agenda Items
- 3.0 Consent Agenda
 - 3.1 Review of draft minutes of 9/8/2020
 - 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 related to operating the RFL during the COVID-19 pandemic.
 - 6.2 Review PERS-001 Personnel policy & PERS-002 Director Job Description
- 7.0 New Business
 - 7.1 Plan for 2020 Annual appeal
 - 7.2 FY21 RFL Personnel contract discussion (executive session)
- 8.0 Future Meetings
 - 8.1 11/10/2020 next regular board meeting
- 9.0 Adjournment

Meeting Minutes
Roxbury Free Library
Board of Trustees' Meeting
September 8, 2020 at 18:00
Roxbury Community Center

Present: Heidi Albright (Clerk), Jeanne Beckwith (Vice Chair), Ed Carney (Chair), Carl Ellis (Treasurer), Jane Pincus, Ryan Zajac arrived at 18:10 (Library Director)

Absent: None

Audience: None

1.0 Call to order

The meeting was called to order at 17:35

2.0 Additions/Postponements of Agenda Items

Jeanne Beckwith proposed discussing the possibility for the board to donate school supplies to RVS if there is a need.

3.0 Consent Agenda

3.1 Review of draft minutes of 8/11/2020

The minutes of 8/11/2020 were reviewed and accepted.

3.2 Review of Treasurer's report

The treasurer reported that a recent \$1,000 donation was not included in the report presented tonight. (Jane has sent a thank you already, but Ed will send an additional note) The fundraising raffle received nearly \$375. Treasurer's report was reviewed and accepted.

3.3 Review of Library Director's report

Upon arrival of Ryan Zajac and presentation of the August Director's report, the Library Director's report was reviewed and accepted. Highlights from the August report were the general compliance of patrons entering the building and following safety recommendations. A motion was made by Heidi Albright and seconded by Jane Pincus to accept the consent agenda which include the: minutes of 8/11/2020, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved

4.0 Additions to agenda

Jeanne Beckwith inquired with the other board members about potentially organizing a gift of school supplies for an RVS family if there is a need. The

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

board did not object to the idea and Ryan will inquire with Tina at RVS to determine if there is a need for the gifts or not.

5.0 Audience

None

6.0 Old Business

6.1 COVID-19 - RFL Review and discussion related to operating the RFL during the COVID-19 pandemic.

No action taken.

6.2 Review BYLA-003

A motion was made by Heidi Albright and seconded by Jeanne Beckwith to change the gender neutral pronouns in the document to "they, them, or their". Vote: 4 yes, 0 abstentions, 0 no. Approved. (Jane Pincus was absent from the room at the time of vote.)

A motion was made by Ed Carney and seconded by Jeanne Beckwith to change the sentence about nominating committees to "may" from "shall" in the document. Vote: 5 yes, 0 abstentions, 0 no. Approved

6.3 Review PERS-001 Personnel policy & PERS-002 Director Job Description

Review of PERS-001 and PERS-002 was tabled for a future meeting.

7.0 New Business

7.1 RFL Fundraising Raffle

The board drew the winners of the Fundraising raffle. Each of the six baskets organizer will contact the winner and arrange for delivery of the items. No action taken.

7.2 Plan for 2020 Celebration of Support

The board discussed the donor and volunteer celebration event that has taken place in October the last few years. The board did not expect much enthusiasm or attendance for an event this year so they will notify volunteers and donors of a postponed event for early summer 2021. No action taken.

7.3 Library Director Evaluation (executive session)

The Library Director provided the board a copy of his self-evaluation for the FY20 fiscal year and departed the meeting.

A motion was made by Jeanne Beckwith and seconded by Carl Ellis to enter into executive session at 18:54 to discuss the performance evaluation for the Library Director. Vote: 5 yes, 0 abstentions, 0 no. Approved

A motion was made by Heidi Albright and seconded by Carl Ellis to exit executive session and return to open session at 18:59. Vote: 5 yes, 0 abstentions,

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0 no. Approved. No discussion was made or action was taken upon returning to open session.

8.0 Future Meetings

8.1 9/21 – 9/25 Online Trustees and Friends conference (free)

8.2 10/13/2020 next regular board meeting

9.0 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 19:00

Respectfully Submitted, Heidi Albright (Clerk)

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

Library Operations Report

Upcoming Events and Meetings

- 10/12 Rooted in VT. kickoff event
- 10/31 Trunk or Treat 2020 most likely not going to happen

September Outreach

- In September the RFL hosted 1 programs (virtual book chat) and meeting space for 1 event (Conversation club). Attendance for these events included 2 adults and 0 children.
- We have established a relationship with one of the RVS classrooms and are organizing trips to the RFL for that classroom beginning the first week of October.
- We estimate ~168 books have been distributed to community members from the Free Library sitting on the RFL porch (as of 9/29/2020).
- To date we have distributed approximately 23 cloth face masks to patrons since opening to the public in July.
- Lisa has taken over the RFL's Facebook account and is managing that aspect of patron connections.

Miscellaneous

- Wednesday morning hours are running again following the MRPS's school calendar.
- We have had our insurance company do a walkthrough of the facility for potential liabilities. With the exception of a crack on the porch on the West side of the building, we received good reviews on building safety (the Selectboard is potentially arranging to have the crack repaired.). I am still awaiting the report from VLCT, and could share with anyone who is interested after it is received.
- We did not renew our annual subscriptions for most of our periodicals for the coming year. The periodicals tended to have low circulation during normal operations, and now the pandemic has made them a bit obsolete since we don't have patrons spending leisure time inside the RFL to flip through the collection. We will continue to have some of the free and donated periodicals available, but the collection will be reduced overall for at least the next year.
- RFL COVID-19 Review
 - All of our metrics for operating the building safely have continued to be consistently met since we've opened again to the public.
 - We have readjusted the quarantine duration of returned materials to a 7-day period following the publication of some new research on the quarantine of library materials. The new findings suggested the coronavirus can live on some library materials longer than the 3-day period earlier research had found.

RFL Service description

- Our wifi connection is being used to help community members connect with healthcare providers using a virtual meeting platform.

Volunteers providing service in the last month

- None

Summary of Results of VT. Public Library Operations (10/7/20)

Current status of the library building

Closed = 2 (1%)

Staff only = 45 (29%)

By Appointment = 32 (21%)

Open = 75 (49%)

Current hours as a percentage of full hours for open/by appointment libraries

Average = 62%

Are any staff currently laid off or furloughed?

Yes = 16 (11%)

No = 136 (89%)

Are any volunteers working in the building?

Yes = 46 (30%)

No = 108 (70%)

If patrons are in the building, is there a time limit for visits?

Yes = 75 (69%)

For Some Activities = 7 (6%)

Cycle Patrons Out = 5 (5%)

No = 20 (19%)

Are you creating virtual programming?

Yes = 111 (73%)

No = 41 (27%)

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

Yes = 62 (41%)

No = 90 (59%)

Do you offer curbside pickup?

Yes = 149 (97%)

No = 4 (3%)

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

Open = 87 (84%)

Some Closed = 13 (13%)

Closed = 3 (3%)

Do you participate in interlibrary loan?

Yes = 127 (83%)

No = 26 (17%)

Do you offer public WiFi outside of the building?

Yes = 149 (98%)

No = 3 (2%)

Trustee Meeting held – October 14th 2020

REPORT
September 2020

If you are closed to the public or open by appointment, do you still offer printing, faxing, scanning, or similar services outside of regular appointments?

Yes = 45 (65%)

No = 24 (35%)

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

Yes = 16 (14%)

No = 99 (86%)

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

Yes = 89 (61%)

No = 57 (39%)

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

Yes = 38 (31%)

No = 86 (69%)

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

Yes = 18 (15%)

No = 89 (76%)

Don't Have Meeting Space = 9 (8%)

Do you offer masks for patron use?

Yes = 98 (73%)

No = 36 (27%)

September by the numbers Roxbury Free Library

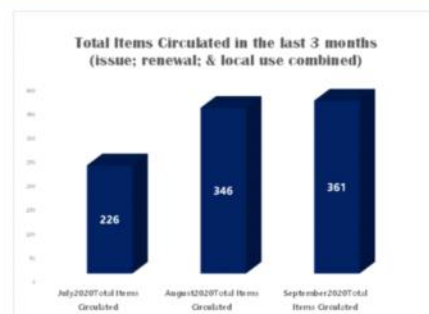
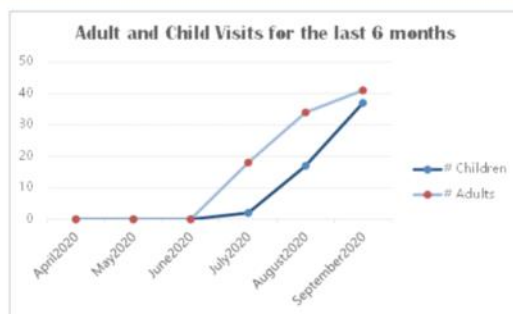
Despite an overall increase in number of visitors last month, the rate of visits per hour fell. How so? Because the RFL is again open on Wed. mornings the extra hours allowed more time for patrons to visit the RFL, but the increase of hours and patrons in September did not match with August, hence the visitation rates we saw in September.

78 visits

0.96 visitors per hour open

↑ 15%
since August

Summary Statistics of RFL




7,808
items
in the collection

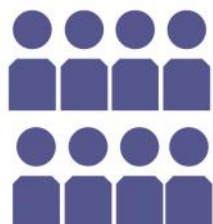
?
11
reference
questions
answered



46 e-books
borrowed

ILL
11 → RFL → 3

www.roxburyfreelibrary.org
was visited ~78 times in September 2020



1 Pass checked out

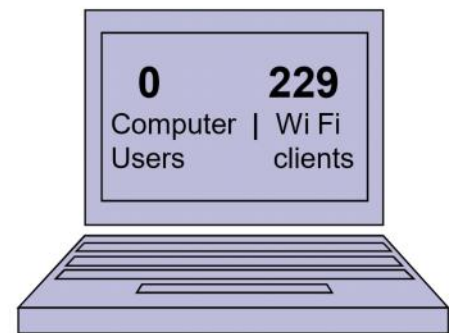
+ 2

Registered new patrons



340 active patrons.

90 Registered users of LUV



0 Computer Users
229 Wi Fi clients

ID	Title	Frequency	Last Revision
PERS-001	Personnel Policy	Annually	07-09-2019

Roxbury Free Library Personnel Policy

Roxbury Free Library is a municipal library and the affairs of the library are managed by the Board of Trustees. The trustees hire a Library Director, who is exempt from the Town's Personnel Policy and is responsible for managing all other library employees and volunteers¹. It is our belief that the Library Director is first among the Library's valuable assets, and as such, every attempt is made to deal with the Library Director in ways that are fair, and that will nurture a mutually beneficial relationship between the Trustees and its Director. The Library is an equal opportunity employer and does not discriminate on the basis of age, sex, race, religion, color, sexual orientation, place of birth, ancestry, physical or mental condition or national origin.

This policy is not considered a contract to employment.

I. Recruitment: Any vacant employee position should be posted and advertised in local newspapers and social media stating position, pay scale, and application date deadline as well as other pertinent information. Reference checks may be made by telephone contact prior to an offer of employment.

II. Probationary Period: All employee appointments shall be made with a probationary period of 6 months. The Trustees, or Library Director, in their sole discretion, may reduce this probationary period if it is determined that a reduction is justified. One month prior to the end of the probationary period, the Trustees or Library Director will carefully review the work of the new employee. During the probationary period, the Trustees or Library Director may remove an employee who is unable or unwilling to perform the duties of the position satisfactorily or whose performance and dependability do not merit continuance in the service to the Roxbury Free Library.

III: Employee and Volunteer Job Descriptions: The Trustees are responsible for creating a job description for the library director position. The job description will be used for recruiting efforts for new directors as well as performance evaluations for employed directors. The library director will be responsible for creating job descriptions for any other employees of the library. The library director will also be responsible for creating volunteer work descriptions for library volunteers.

IV: Employee Responsibilities and Performance Evaluation: All employees and volunteers will be given a position description at the time of hire or recruitment, which shall stipulate the qualifications for and responsibilities required of the position. The

Board of Trustees or Library Director will review the description on an annual basis with the employee or volunteer, at which time any modifications deemed necessary or advisable will be made.

Annual evaluation of employees will occur in September unless otherwise scheduled by the Trustees or Library Director. After this evaluation, the Trustees or Library Director will present the employee with a written performance review. Also at this time, the employee will submit a self-evaluation, which shall detail the employee's goals for the coming year. Copies of the evaluations will be kept in the employee's personnel file.

V. Termination: The Trustees may dismiss the Library Director and the Library Director may dismiss any employee or volunteer if the position is eliminated or if the employee or volunteer becomes unable to perform the duties of the position. Volunteers work with the status of "at will" employees and the Library Director has the right to terminate the volunteer's working association with the Library at any time, for any reason. The Trustees or Library Director shall provide such employee or volunteer with written notice of the intent to dismiss the employee or volunteer and the reasons for such dismissal. The Trustees or Library Director shall also provide the employee or volunteer an opportunity to meet to review the reason for dismissal. Following such meeting, the Trustees or Library Director shall provide the employee or volunteer with written notice of the decision. The Trustees' or Library Director's decision shall be final.

VI. Grievances: It is the intent of the Trustees of Roxbury Free Library to address grievances informally. Employees are encouraged to make every effort to resolve problems as they arise. It is recognized, however, that grievances may occur, which will be resolved only after a formal appeal and review. A grievance is any matter considered by the employee or volunteer as grounds for complaint. An employee who believes that inequitable treatment has been received because of some condition of employment may personally or through representatives appeal for relief from that condition to the Trustees or Library Director.

VII. Pay and Benefits: The employee's pay rate will be based on qualifications and experience and determined each year during the budget planning process by the Trustees or Library Director. Also to be determined at that time will be the hours of combined time off, and the amount of money available for training and professional development.

VIII. Volunteers: The Roxbury Free Library Board of Trustees recognizes that volunteers are a valuable resource for the Library. Their energy and talents help the Library meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Volunteer services aid the Library in making the best use of its fiscal resources and help connect the Library to other

community groups and organizations. Volunteers can also be valuable advocates for the Library in the community. The Library and its volunteers must work together to ensure a successful relationship. Library staff will continually work to recognize the contributions of Library volunteers and seek to expand the Library volunteer group as needed.

IX. Public Library volunteers are coordinated by the Library Director, or designee, and must be at least 14 years of age. Junior volunteers under the age of 14 required to perform service for specific programs are accepted on a short-term basis. Parents of junior volunteers must sign consent forms for their children to perform service hours at the Library.

Each volunteer must complete an application which will be kept on file in the Library. Volunteers may also be interviewed to determine their interests and levels of experience. Volunteer talents, experience, availability and interests will be considered in job assignments.

X. Library volunteers are bound by the rules contained in all Library policies and guidelines, especially those that relate to patron privacy and confidentiality. Library volunteers are recognized by the public as representatives of the Library and will be guided by the same work and behavior policies as employees. Library volunteers will be familiar with the Library's "Library Volunteer Guidelines" document.

XI. The Library accepts volunteers requiring court ordered community service at the discretion of the Library Director. Court ordered community service volunteers are required to be interviewed by the Library Director prior to being accepted for service. Junior volunteers under the age of 18 required to perform service for specific programs are accepted on a short-term basis. Parents/guardians of junior volunteer must sign a consent form for their children to perform volunteer service hours at the Library.

¹ Volunteer means an individual not employed by the library who works on an occasional or regular basis in the library to assist the staff. A volunteer works without compensation or economic benefits provided by the library. In accordance with the Fair Labor Standards Act volunteers do not displace regular employed workers or perform work that would otherwise be performed by regular employees. In addition, paid employees cannot volunteer to provide the same type of services to the RFL that they are employed to provide.

Addendum A: Personal Acknowledgment

I,		acknowledge that:
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ID	Title	Frequency	Last Revision
PERS-002	Director Job Description	Annually	07-09-2019

ROXBURY FREE LIBRARY

Roxbury, VERMONT

POSITION: LIBRARY DIRECTOR

The Library Director is responsible for the administration, supervision and coordination of all activities and services of the library and for carrying out the policies adopted by the Library Board of Trustees.

MAJOR RESPONSIBILITIES AND DUTIES

Service to the community

Participate in long range planning in conjunction with the Board of Trustees

Develop procedures for the smooth running of the library

Develop a collection of interesting materials in various formats

Maintain the collection

Provide reference, interlibrary loan, readers' advisory and referral services

Assist patrons to use library materials and technology

Develop programs that appeal to a variety of community members

Promote and publicize the library's services, activities and resources

Oversee the scheduling and use of the library after hours

Oversee the library physical structure, internally, externally and surrounding grounds for the purpose of facilitating building maintenance.

- I. Maintain the library web page
- II. Maintain library computers and offer basic computer and internet training for patrons
- III. Maintain the automated library system

Support and implementation of library policy

- I. Participate in monthly Board of Trustees meetings
- II. Maintain the policy file, passing policy information to staff and volunteers as appropriate, answer the public's questions about policies

Fiscal responsibilities

- I. Collaborate with the library treasurer to develop an annual budget for Board of Trustee approval
- II. Track expenses and review and approve invoices
- III. Receive cash donations, fees and other income
- IV. Develop alternative library funding

Hiring, supervision and training staff and volunteers

- I. Recruit and oversee employees
- II. Manage volunteers
- III. Maintain a procedure manual for staff and volunteers and train all staff and volunteers

Formal Reporting

- I. Prepare monthly reports for the Board of Trustees
- II. Collect and analyze library statistics
- III. Complete reports, surveys and requests for information from state and federal library agencies and associations

Continuing Education

- I. Attend workshops and conferences related to library needs and inform volunteers and Board of Trustees of any workshops or meetings that might be of interest to them
- II. Affiliate with the Vermont Library Association and the American Library Association
- III. Stay abreast of developments in the library field for children and adults through current professional journals, Vermont Department of Library publications etc.

Perform other duties the Board of Trustees deems necessary for the efficient operation of the library

QUALIFICATIONS

Library science degree or Vermont Library Certification preferred.

Date of adoption 07/09/2019

Record of Adoption

Approved	<u>4</u> (Jeanne Beckwith absent)
Abstentions	<u>0</u>
Opposed	<u>0</u>