

# Agenda\_Packet\_11-10-2020

## **Agenda**

Roxbury Free Library  
Board of Trustees' Meeting  
November 10, 2020 at 17:30

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- 1.0 Call to order
- 2.0 Additions/Postponements of Agenda Items
- 3.0 Consent Agenda
  - 3.1 Review of minutes of 10/14/2020 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 Finalize annual appeal letter
- 7.0 New Business
  - 7.1 First review and discussion of FY22 draft budget
- 8.0 Future Meetings
  - 8.1 12/08/2020 next regular board meeting
- 9.0 Adjournment

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

**Present:** Heidi Albright (Clerk), Jeanne Beckwith (Vice Chair, arrived at 11:37), Ed Carney (Chair), Carl Ellis (Treasurer), Jane Pincus, Ryan Zajac (Library Director)

**Absent:** None

**Audience:** None

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**1.0 Call to order**

The meeting was called to order at 11:14

**2.0 Additions/Postponements of Agenda Items**

None

**3.0 Consent Agenda**

**3.1 Review of draft minutes of 9/8/2020**

The minutes of 9/8/2020 were reviewed and 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.

A motion was made by Heidi Albright and seconded by Jane Pincus to accept the consent agenda which include the: minutes of 9/8/2020, 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 related to operating the RFL during the COVID-19 pandemic.**

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

The board discussed RFL operations during the pandemic. Operations to date have been successful and buffered by low infection rates in our area. No action taken.

**6.2 Review PERS-001 Personnel policy & PERS-002 Director Job Description**

The board discussed both PERS-001 and PERS-002. No suggestions were made to either policy. No action taken.

**7.0 New Business**

**7.1 Plan for 2020 Annual appeal**

The board discussed the 2020 Annual appeal. Jane Pincus and Heidi Albright will take the lead on drafting a letter highlighting the challenges met during the pandemic. They will send a draft to the board when it is prepared and plan to mail it the week of the November board meeting. No action taken.

**7.2 FY21 RFL Personnel contract discussion (executive session)**

A motion was made by Ed Carney and seconded by Jane Pincus to enter into executive session with an invitation to the RFL director at 11:46 to discuss RFL personnel contracts for FY22. Vote: 5 yes, 0 abstentions, 0 no. Approved

A motion was made by Jane Pincus and seconded by Jeanne Beckwith to exit executive session and return to open session at 12:24. Vote: 5 yes, 0 abstentions, 0 no. Approved. No action taken after return to open session.

**8.0 Future Meetings**

**8.1 11/10/2020 next regular board meeting**

**9.0 Adjournment**

A motion was made by Jeanne Beckwith and seconded by Carl Ellis to adjourn the meeting. Vote: 5 yes, 0 abstentions, 0 no. Approved, the meeting was adjourned at 12:28

Respectfully Submitted, Heidi Albright (Clerk)

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

# Library Operations Report

## Upcoming Events and Meetings

- 11/11 RVS Classroom visit
- 11/16 Agriculture Literacy Week with VTDOL and VTDOA
- 11/25 & 11/26 RFL closed for Thanksgiving
- First week of Dec. virtual program about the Abenaki-Land-Link- Project

## October Outreach

- In September the RFL hosted 2 programs (RFL classroom visit, Rockin' Ron the Friendly Pirate) and meeting space for 0 events. Attendance for these events included 12 adults and 24 children.
- The 4<sup>th</sup> quarter 2020 issue of the Newsy was prepared and delivered in October.

## Miscellaneous

- We have been digitizing the small collection of historical records we have in the RFL collection and plan to catalog and post them to our website when they are all digitized.
- In Oct., we were the location for the quarterly water testing along the RVS well system. All health metrics continue to be acceptable.
- The interior of the facility has been shifted into our cold weather operations. We are running air purifiers and added house plants to both sections of the building. Both furnaces were serviced by Gillespie fuels in October. The building was closed for 1.5 hours on Wed. the 7<sup>th</sup> due to a propane leak that resulted from the technician cleaning the kitchen furnace on the 6<sup>th</sup>. All systems are operating safely and effectively at this date.
- We have been exploring options to begin offering downloadable or streaming video services through the RFL. I'm excited to report that I suspect we will be in a position to start offering trials to the services probably by December. We are still crunching some numbers and making comparisons between the available services, but I am confident we will be able to implement at least some digital video content through the RFL soon.
- 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.

## RFL Service description

- Now that a wide variety of families are schooling at home in different capacities and our new printer allows us to print more economically than in years past, we have been offering educational or school-related materials to be printed at no charge, just like we do

## **Trustee Meeting held - November 10<sup>th</sup> 2020**

for employment-related printings. Since Sept. we are printing off materials for families related to education on average half the days were open.

### **Volunteers providing service in the last month**

- None

# October by the numbers Roxbury Free Library

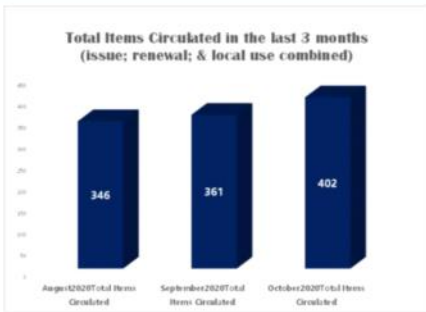
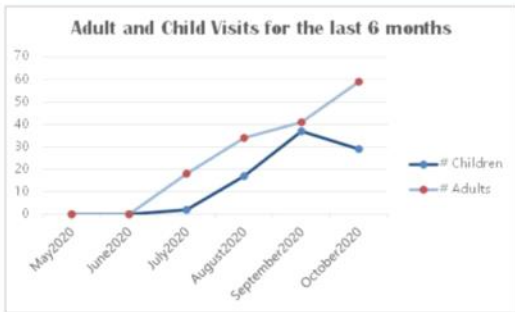
After a quarter of a year with no patrons inside the RFL, our recent additions of patrons again would obviously result in an increase in visits like we've seen the last 4 months. But how do those visits compare to years past? We saw 104 and 100 patrons visits in Oct. 2019 and 2018 respectively. Circulations was 286 and 259 in Oct. 2019 and 2018 respectively. 2020 is mixed.

## 88 visits

1.05 visitors per hour open

↑ 13%  
since September

## Summary Statistics of RFL



 <b>7,820</b> items in the collection	<div style="background-color: #4a5568; color: white; padding: 10px; border-radius: 5px; width: 60px; margin: 0 auto;"> <span style="font-size: 2em;">?</span>                      8                      reference                      questions                      answered                 </div>	 <b>57</b> e-books borrowed	<div style="background-color: #c6c8ca; padding: 10px; border-radius: 5px; width: 100px; margin: 0 auto;"> <span style="font-size: 1.5em; font-weight: bold;">ILL</span>                      8 → RFL → 2                 </div>
<a href="http://www.roxburyfreelibrary.org" style="color: #4a5568; font-weight: bold;">www.roxburyfreelibrary.org</a> was visited ~115 times in October 2020			

 <b>1</b> Pass checked out  <b>+ 4</b> Registered new patrons	 <b>344</b> active patrons. <b>90</b> Registered users of LUV
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1
220

Computer | Wi Fi  
 Users | clients