

Agenda_Packet_11-17-2020

Agenda

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

*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.

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.

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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

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 4th 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 7th due to a propane leak that resulted from the technician cleaning the kitchen furnace on the 6th. 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 10th 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

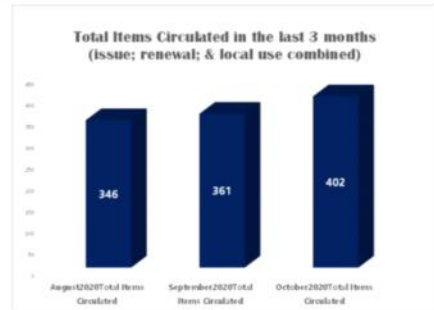
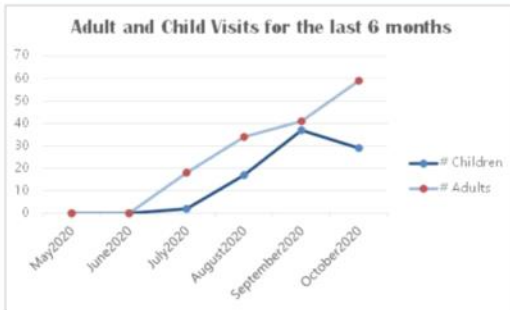
After a quarter of a year with no patrons inside the RFL, our recent additions of patrons again would obviously result in an increase in visits like we've seen the last 4 months. But how do those visits compare to years past? We saw 104 and 100 patrons visits in Oct. 2019 and 2018 respectively. Circulations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




 7,820 items in the collection	 8 reference questions answered	 57 e-books borrowed	ILL 8 → RFL → 2
www.roxburyfreelibrary.org was visited ~115 times in October 2020			

 1 Pass checked out	+ 4 Registered new patrons
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344 active patrons.

90 Registered users of LUV



1 Computer Users	220 Wi Fi clients
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