

Agenda_Packet_12-08-2020

Agenda

Roxbury Free Library
Board of Trustees' Meeting
December 08, 2020 at 17:30

**Vermont is currently under a State of Emergency. 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 Zoom Platform.

Join Zoom Meeting: <https://us02web.zoom.us/j/5980212288>

Meeting ID: 598 021 2288

One tap mobile

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Dial by your location

+1 301 715 8592 US

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+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (N.Y.)

+1 253 215 8782 US (Tacoma)

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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.

Roxbury Free Library Mission Statement: *Our mission is to develop and nourish the spirit and imagination of all individuals in our community to enrich their knowledge and understanding. We will provide free access to library services, programs, resources, and information. Our vision is to keep our library relevant in a complex world.*

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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 11/17/2020 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 Update on annual appeal letter (if any)
 - 6.2 Second review and discussion of FY22 draft budget
 - 7.0 New Business
 - 7.1 Coordinate RVS Christmas gifts
 - 8.0 Future Meetings
 - 8.1 01/12/2021 next regular board meeting
 - 9.0 Adjournment

Roxbury Free Library Mission Statement: Our mission is to develop and nourish the spirit and imagination of all individuals in our community to enrich their knowledge and understanding. We will provide free access to library services, programs, resources, and information. Our vision is to keep our library relevant in a complex world.

Meeting Minutes

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.

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Present: Heidi Albright (Clerk, departed the meeting at 18:00), Jeanne Beckwith (Vice Chair), Ed Carney (Chair), Carl Ellis (Treasurer), Jane Pincus, Ryan Zajac (Library Director)

Absent: None

Audience: None

1.0 Call to order

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

The meeting was called to order at 17:31

2.0 Additions/Postponements of Agenda Items

The board chair proposed, with no objections, postponing the consent agenda and working on items 6.1, 7.1, and adding the approval of program funds to cover upcoming program expenses.

3.0 Consent Agenda

3.1 Review of minutes of 10/14/2020 meeting

The minutes of 10/14/2020 were reviewed and accepted.

3.2 Review of Treasurer's report

Treasurer's report was not provided for this meeting.

3.3 Review of Library Director's report

Library Director's report was reviewed and accepted.

A motion was made by Jane Pincus and seconded by Ed Carney to accept the consent agenda which include the: minutes of 10/14/2020, and Library Director's report. Vote: 4 yes, 0 abstentions, 0 no.

Approved

4.0 Additions to agenda

The board discussed stipend amounts for upcoming programs and infrastructure for hosting virtual programs. A motion was made by Heidi Albright and seconded by Jeanne Beckwith to offer a stipend of \$200, and \$100 to the Abenaki-Land-Link presenters, and upgrade the RFL Zoom account to a professional level. Vote: 5 yes, 0 abstentions, 0 no. Approved

5.0 Audience

None

6.0 Old Business

6.1 Finalize annual appeal letter

The board discussed the third draft of the annual appeal letter Jane Pincus had prepared. A few suggestions were made and the letter was ready to be printed and mailed. No action taken.

7.0 New Business

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

7.1 First review and discussion of FY22 draft budget

The board discussed the draft budget presented by the board treasurer. The budget is largely status quo to FY21 and the board did not indicate any major theme changes for FY22. A 2nd draft will be reviewed at the Dec. board meeting. No action taken.

8.0 Future Meetings

8.1 12/08/2020 next regular board meeting

9.0 Adjournment

A motion was made by Jane Pincus and seconded by Jeanne Beckwith to adjourn the meeting. Vote: 4 yes, 0 abstentions, 0 no. Approved. The meeting was adjourned at 18:30.

The audio recording of this meeting can be found at
(<https://fccdl.in/9kqDMmLIXG>)

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

- 12/16 Ornament craft kit distributions
- 12/24 & 12/31 RFL closed for Christmas and New Year's holidays

November Outreach

- In November the RFL hosted 1 program (RFL classroom visit) and meeting space for 0 events. Attendance for these events included 3 adults and 8 children.
- Our digitized historical records are now being moved onto our website, thus making them greatly more accessible than they ever have been.
- We are preparing for a January 1st 2021 issue of the Newsy.
- I attended several sessions of the VTDOL public library directors' summit at the end of November and beginning of December.

Miscellaneous

- Data collection of service offerings has been impacted by the pandemic like the rest of our operations (i.e. the # of children's visits monthly). Not providing service in traditional transactions has continued to leave us with a lot of gray areas when deciding how to account for service impacts. As one example, at last week's online program I had a rough idea of attendance based on the participant list at the event and recorded that data for RFL statistics records - no different than we would have a program in December 2019. However, since then we have shared the link to the recording of the program with others which forces the question of whether or not we record those transactions as "program attendance". We do our best to diligently and accurately monitor the levels of service we provide to the community, but I suspect that many of the visitation and service stats are being underrepresented since the pandemic began in March.
- We expect to have both the Kanopy and Hoopla digital streaming services live for patrons by the end of December 2020. RFL staff are curious and excited to see how those services are adopted by patrons.
- We have a local family that has volunteered to assist with snow and ice removal at the RFL over the coming winter.
- RFL COVID-19 Review
 - Following some of the ACCD guidance that came out in November we are now limiting entrance to the RFL to one party at a time to minimize interactions between the public. All other safety precautions remain status quo.

Trustee Meeting held - December 8th 2020

DIRECTOR'S REPORT

November 2020

RFL Service description

- Since our interactions with patrons are less we don't have as many opportunities to glean these impact stories from folks. I actually don't have a new service-anecdote to share this month.

Volunteers providing service in the last month

Michael, Luke, and Devin Fuller

November by the numbers Roxbury Free Library

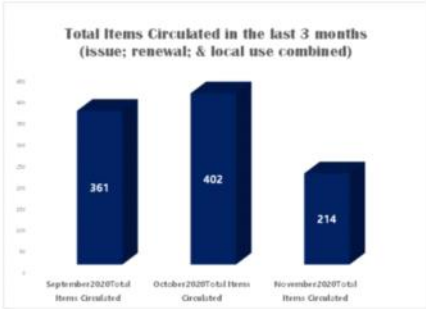
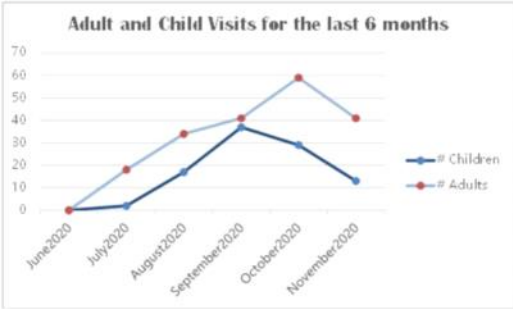
Well, November seems to illustrate that during a pandemic you really can't project what the next month might bring. We saw a sharp decline in visitation during November as compared to the slow increases over the previous few months. As December typically is our month with the lowest visitation, we anticipate December to be even lower for in-person visits in 2020.

54 visits

0.79 visitors per hour open

↓ 39%
since October

Summary Statistics of RFL



<p>7,851 items in the collection</p>	<p>? 10 reference questions answered</p>	<p>39 e-books borrowed</p>	<p>ILL 3 → RFL → 2</p>
<p>www.roxburyfreelibrary.org was visited ~168 times in November 2020</p>			

	<p>0 Passes checked out + 0 Registered new patrons</p>
<p>344 active patrons. 90 Registered users of LUV</p>	

0 Computer Users	215 Wi Fi clients
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