

Agenda_Packet_01-12-2021

Agenda

Roxbury Free Library Board of Trustees' Meeting January 12, 2021 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

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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 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.

Agenda

Roxbury Free Library
Board of Trustees' Meeting
January 12, 2021 at 17:30

- 1.0 17:30 Call to order
- 2.0 17:31 Additions/Postponements of Agenda Items
- 3.0 17:35 Consent Agenda
 - 3.1 Review of minutes of 12/08/2020 meeting
 - 3.2 Review of Treasurer's report
 - 3.3 Review of Library Director's report
- 4.0 17:40 Additions to agenda
- 5.0 17:45 Audience
- 6.0 Old Business
 - 6.1 Final review and approval of FY22 draft budget
- 7.0 New Business
 - 7.1 17:50 Discuss and plan to submit all materials for Town Meeting 2021 (financial and library reports, petitions for election, and articles for warning)
- 8.0 Future Meetings
 - 8.1 02/09/2021 next regular board meeting
- 9.0 18:30 Adjournment

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Meeting Minutes

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

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

Approved at the 00/00/202x Meeting.

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+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)

DRAFT

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

Present: Heidi Albright (Clerk), 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

The meeting was called to order at 17:36

2.0 Additions/Postponements of Agenda Items

None

3.0 Consent Agenda

3.1 Review of minutes of 11/17/2020 meeting

The minutes of 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 Jane Pincus and seconded by Jeanne Beckwith to accept the consent agenda which include the: minutes of 11/17/2020, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved

4.0 Additions to agenda

None

5.0 Audience

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None

6.0 Old Business

6.1 Update on annual appeal letter (if any)

The board discussed the unveiling of the appeal letter and responses to date (5 responses totaling \$375 in the first week after mailing). No action taken.

6.2 Second review and discussion of FY22 draft budget

The board discussed the draft FY22 budget prepared by the board treasurer. Questions were raised regarding projected expenses. No substantial suggestions or revisions were made. No action taken.

7.0 New Business

7.1 Coordinate RVS Christmas gifts

The board discussed the list of items requested by two local families. Board members will acquire and deliver items to the RFL for a delivery on 12/15 or 12/16. No action taken.

8.0 Future Meetings

8.1 01/12/2021 next regular board meeting

9.0 Adjournment

The meeting was adjourned at 18:17

Respectfully Submitted, Heidi Albright (Clerk)

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Library Operations Report

Upcoming Events and Meetings

- 02/03 tentative RVS classroom visit
- Boston Red Sox history virtual presentation in February

December Outreach

- In December the RFL hosted 2 programs (Abenaki Land Link and Holiday Crafting) and meeting space for 0 events. Attendance for these events included 43 adults and 11 children.
- In conjunction with launching the Kanopy and Hoopla digital-content platforms, I did a deep dive into our website in December. I'm still working out some loose ends, but during December our website has seen more upgrades and content additions than we have seen since we got the grant 6 years ago to build our website.

Miscellaneous

- In December 2020 I submitted a grant application to the VT. Community Foundation for help with supporting internet connectivity. The grant ranked communities in VT. based on their rural poverty ratings and current connectivity options. I want to highlight here the rankings of VT communities because it was a surprise to me. There were 118 communities ranked worse than Roxbury for their combined poverty and connectivity score. Based on the usage of the RFL Wi fi I would not have expected Roxbury to have ranked that high.
- Kanopy is now live and available for patrons to access. A go-live launch date of December 2020 marks the first time we've offered downloadable film offerings to our patrons.
- RFL COVID-19 Review
 - As of January 6th 2021, we are one of 37 public libraries in Vermont open for public access. Despite the increase in Vermont's positivity rate, we have not been made aware of any new recommendations to indicate we need to change how we are operating the RFL. For now, with our solid patron compliance on safety procedures and low visitation rates, we anticipate being able to remain open for patron visits. To date, diminished staff availability related to the need to quarantine has been our biggest challenge since reopening in July.

RFL Service description

- "Thanks so much for the library visit today - a few students told me they were going to read all recess!" Comment from RVS teacher following a recent classroom trip to the RFL.

Volunteers providing service in the last month

Michael, Luke, and Devin Fuller

December by the numbers Roxbury Free Library

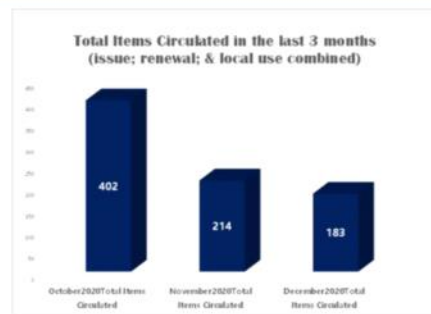
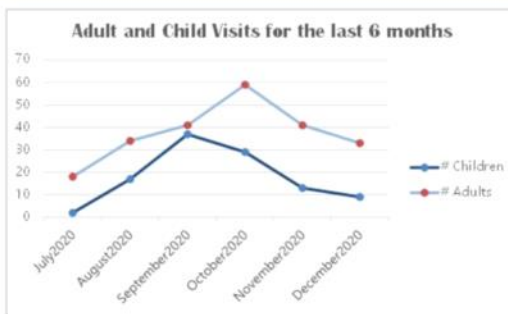
Text from last month's report: "As December typically is our month with the lowest visitation, we anticipate December to be even lower for in-person visits in 2020." Should've placed money on that projection! Five of the six lowest visitation months on record occurred in the second half of 2020. July 2020 and December 2020 were our two slowest months of public visitation.

42 visits




0.59 visitors per hour open

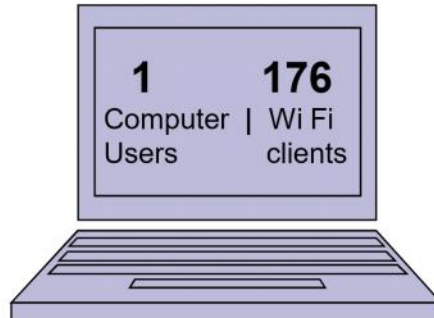
↓ **22%**
since November

Summary Statistics of RFL



 7,850 items in the collection	 9 reference questions answered	 42 e-books borrowed	 2 → RFL → 3
www.roxburyfreelibrary.org was visited ~78 times in December 2020			

 	0 Passes checked out + 2 Registered new patrons
	349 active patrons. 91 Registered users of LUV



1	176
Computer Users	Wi Fi clients

Proposed FY22 Budget Total

\$ 32,608.81	\$ 33,070.00	\$34,271.00
FY20 proposed budget	FY21 proposed budget	FY22 proposed budget