

# Agenda\_Packet\_06-08-2021

## Agenda

### Roxbury Free Library Board of Trustees' Meeting June 08, 2021 at 17:30

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\*\*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>

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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 and 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  
June 08, 2021 at 17:30

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- 1.0 17:30 Call to order
- 2.0 17:31 Additions/Postponements of Agenda Items
- 3.0 17:33 Consent Agenda
  - 3.1 Review of minutes of 05/11/2021 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 17:50 Update on RFL West entrance repairs
- 7.0 New Business
  - 7.1 18:00 Monthly work on RFL strategic plan
  - 7.2 18:15 Discuss outdoor bench options for RFL
  - 7.3 18:30 Plan Celebration of Support for June 26 at 1:00
  - 7.4 18:40 Discuss July 4<sup>th</sup> fundraisers, if any
- 8.0 Future Meetings
  - 8.1 18:45 07/13/2021 next regular board meeting – potentially rescheduled?
- 9.0 18:50 Adjournment

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## Meeting Minutes

Roxbury Free Library  
Board of Trustees' Meeting  
May 11, 2021 at 17:30

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## Meeting Minutes

Roxbury Free Library  
Board of Trustees' Meeting  
May 11, 2021 at 17:30

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**Present:** Jeanne Beckwith (Vice Chair), Ed Carney (Chair), Carl Ellis (Treasurer), Jane Pincus, Ryan Zajac (Library Director)

**Absent:** Heidi Albright (Clerk)

**Audience:** None

**1.0 17:30** Call to order

The meeting was called to order at 17:32

**2.0 17:31** Additions/Postponements of Agenda Items

None

**3.0 17:33** Consent Agenda

**3.1** Review of minutes of 04/13/2021 meeting

The minutes of 04/13/2021 were reviewed and accepted.

**3.2** Review of Treasurer's report

The Treasurer shared a brief summary of the MTD spending and noted we are approaching the end of FY21. Treasurer's report was reviewed and accepted.

**3.3** Review of Library Director's report

The Library Director shared some upcoming program dates and reviewed patron adoption of the most recent service offerings (Hoopla & Kanopy). 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 04/13/2021, Treasurer's report, and Library Director's report. Vote: 4 yes, 0 abstentions, 0 no. Approved

**4.0 17:40** Additions to agenda

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## Meeting Minutes

### Roxbury Free Library Board of Trustees' Meeting May 11, 2021 at 17:30

None

**5.0** 17:45 Audience

None

**6.0** Old Business

**6.1** 17:50 Discuss RFL West entrance repairs

A motion was made by Carl Ellis and seconded by Ed Carney to propose to the Selectboard repairing the West entrance stairs with status quo construction. The board will discuss in the next meeting options for getting permanent park benches outside the RFL. Ed Carney or Ryan Zajac will notify the Selectboard of the RFL board's decision. Vote: 4 yes, 0 abstentions, 0 no. Approved

**7.0** New Business

**7.1** 18:00 Monthly work on RFL advocacy plan?

The board discussed the benefits of beginning a cycle of monthly work sessions on a strategic plan as we come out of the pandemic. The goal will be to have a somewhat complete draft by the time the board retreat arrives in the fall. Ed will compile and bring a list of plan components to the next board meeting to be discussed and divided amongst the board members. No action taken.

**7.2** 18:15 Consider a Celebration of Support for June?

The board discussed the safety and potential success of trying to hold sometime in June the Celebration of Support that was postponed from the Fall of 2020. The board was in agreement that tentatively planning for an event on June 26<sup>th</sup> at 1:00 is probably reasonable based guidance coming from the State of Vermont now. The Library Director will begin sending out invitations. Ed Carney also mentioned he would like to work on weeding out the donated books the RFL has before any upcoming book sales. No action taken.

**8.0** Future Meetings

**8.1** 06/08/2021 next regular board meeting

**9.0** 18:30 Adjournment

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## Meeting Minutes

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A motion was made by Carl Ellis and seconded by Jeanne Beckwith to adjourn the meeting. Vote: 4 yes, 0 abstentions, 0 no. Approved. The meeting was adjourned at 18:39

Respectfully Submitted, Ryan Zajac (Acing clerk)

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Trustee Meeting held - June 8<sup>th</sup> 2021

# Library Operations Report

## Upcoming Events and Meetings

- 06/10 Author Caroline Ailanthus presentation

## May Outreach

- In May the RFL hosted 2 programs (RVS classroom visit, and Poetry Reading) and meeting space for 0 events. Attendance for these events included 13 adults and 9 children.
- Since the continued presence of virtual events removes the distance between library events all over the state, the VLA is now organizing a state-wide library program event calendar. The RFL will begin posting to this calendar in June as well. (<https://www.vermontlibraries.org/events>)

## Miscellaneous

- It appears the legislature is working with the VT. Dept. of Libraries to organize and run a study examining the strengths and weaknesses of Vermont's libraries. I'm not sure if the initiative did pass and get funding, but even if it does it will be a multi-year effort.
- RFL COVID-19 Review
  - In the first week of June 2021 30% of VT public libraries are still closed to the public in all capacities. There were 14 updates to library operations this week, people are starting to make changes to their operations.
  - We are no longer quarantining materials based on current recommendations from the CDC.
  - We are still asking visitors to wear masks. Not all the staff are fully vaccinated yet and since we see such a wide-range of ages inside the RFL a mask requirement allows us to act as if all visitors are unvaccinated which removes the burden of vaccination verification for both staff and visitors. Mask usage is something we are watching closely and will continue to adapt as the state and community respond to the Governor's unrolling of the Vermont Forward Plan.

## RFL Service description

- We have a relatively new patron in the library who bailed from the Brown Public Library due to poor service experiences and hearing good things about what we do.

## Volunteers providing service in the last month

None



# May by the numbers Roxbury Free Library

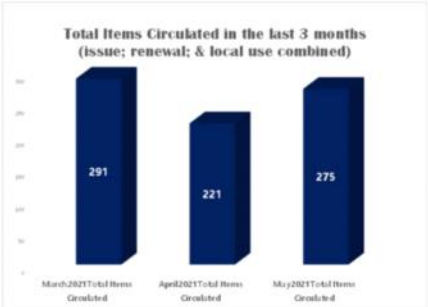
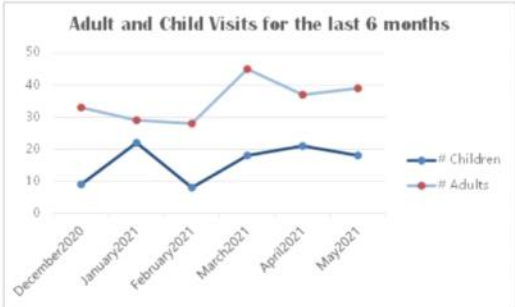
May shows a month similar to April. Circulation and visitation were largely similar. I will highlight that we've crossed the 8,000 mark with our collection size. The reason I highlight that point is that it has taken us almost 2 years exactly to fill the collection from the 7,000 – 8,000 mark. My guess is to get the next 1,000 will take even longer. We're pushing our space!

## 57 visits




0.72 visitors per hour open

↓ 2%  
since April

### Summary Statistics of RFL



 <b>8,013</b> items in the collection	 <b>12</b> reference questions answered	 <b>34</b> e-content accessed	<b>ILL</b> 1 → RFL → 5
<a href="http://www.roxburyfreelibrary.org">www.roxburyfreelibrary.org</a> was visited ~147 times in May 2021			

 <b>0</b> Passes checked out
 <b>+ 1</b> Registered new patrons
 <b>358</b> active patrons. <b>94</b> Registered users of LUV



<b>4</b>	<b>229</b>
Computer Users	Wi Fi clients