

Agenda_Packet_08-03-2021

Agenda

Roxbury Free Library Board of Trustees' Meeting August 03, 2021 at 17:30

- 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 06/08/2021 and 07/11/2021 meetings
 - 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 Conclude ARPA grant application preparations
- 7.0 New Business
 - 7.1 18:00 Review PERS 001 Personnel policy
 - 7.2 18:15 Review PERS 002 Director job description
 - 7.3 18:25 Preliminary planning discussion for 2021 board retreat
 - 7.3 18:40 Discuss personnel updates (executive session)
- 8.0 Future Meetings
 - 8.1 18:45 09/14/2021 next regular board meeting
- 9.0 18:50 Adjournment

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.*

Meeting Minutes

Roxbury Free Library
Board of Trustees' Meeting
June 08, 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

One tap mobile

+13017158592,,5980212288# US

(Washington D.C)

Dial by your location

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.

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

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

Meeting Minutes

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

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 17:30 Call to order

The meeting was called to order at 17:33

2.0 17:31 Additions/Postponements of Agenda Items

None

3.0 17:33 Consent Agenda

3.1 Review of minutes of 05/11/2021 meeting

The minutes of 05/11/2021 were reviewed and accepted including a typographical error being fixed in section 7.2.

3.2 Review of Treasurer's report

No Treasurer's report was provided.

3.3 Review of Library Director's report

The library director highlighted the size of the physical collection and the possibility of it being close to the ongoing future size of the collection. A discussion ensued about the process of culling items from the collection. Library Director's report was reviewed and accepted.

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

Approved at the 00/00/202x Meeting.

Meeting Minutes

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

A motion was made by Jeanne Beckwith and seconded by Heidi Albright to accept the consent agenda which include the: minutes of 05/11/2021, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved

4.0 17:40 Additions to agenda

None

5.0 17:45 Audience

None

6.0 Old Business

6.1 17:50 Update on RFL West entrance repairs

Board Chair Carney and Ryan shared what they learned in the last month about the process for the repairs. The Selectboard is expected to organize the repair, but as of June 7th no date has been selected to start the work. No action taken.

7.0 New Business

7.1 18:00 Monthly work on RFL strategic plan

The board discussed possible work processes for producing a plan and the intended outcome of the work. Board members discussed what they're seeing in the community and what might make sense for the RFL. Jane Pincus and Jeanne Beckwith volunteered to spearhead programming. No action taken.

7.2 18:15 Discuss outdoor bench options for RFL

Board Chair Carney took measurements and photos of a variety of benches and the RFL lawn space. He shared his findings with the board. The board discussed the options presented and selected a model for him to investigate prices and procurement of. No action taken.

7.3 18:30 Plan Celebration of Support for June 26 at 1:00

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Approved at the 00/00/202x Meeting.*

Meeting Minutes

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

The board discussed and confirmed the Celebration of Support for June 26. Board members will determine who is bringing what food items via email once we have an attendee count for the event. No action taken.

7.4 18:40 Discuss July 4th fundraisers, if any

Board Chari Ed Carney confirmed there will be nothing happening in Roxbury on the 4th of July. A book sale would likely not be successful on that date this year with nothing else happening in town. No action taken.

8.0 Future Meetings

8.1 18:45 07/13/2021 next regular board meeting – potentially rescheduled? The board will reassess the need for the normal meeting in July closer to the date and gauge probable attendance at that time. No action taken.

9.0 18:50 Adjournment

A motion was made by Heidi Albright and seconded by Jane Pincus to adjourn the meeting. Vote: 5 yes, 0 abstentions, 0 no. Approved

Respectfully Submitted, Heidi Albright (Clerk)

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

Meeting Minutes

Roxbury Free Library
Board of Trustees' Meeting
July 11, 2021 at 13:00

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

Absent: Heidi Albright

Audience: None

1.0 13:00 Call to order

The meeting was called to order at 13:00

2.0 13:01 Additions/Postponements of Agenda Items

None

3.0 13:02 Additions to agenda

None

4.0 13:05 Audience

None

5.0 13:10 Old Business

5.1 None

6.0 New Business

6.1 13:11 Discuss ARPA and IMLS grant monies

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Meeting Minutes

Roxbury Free Library Board of Trustees' Meeting July 11, 2021 at 13:00

The board reviewed what is happening with IMLS and ARPA grant monies. VTDOL received ~2.2 million from IMLS and are dispersing the funds to VT Public Libraries in non-competitive applications. The RFL is poised to receive \$2,000. The application is open for 30 days and there are stipulations on what to spend the money on. Applications will be processed and funds dispersed in October, probably. Carl will work with the Town on getting approval for using any Federal ID #'s we need for the application. Caitlyn will research prices and availability of items the board wishes to be pursued. She and Ryan will complete the draft application at the end of July and maybe have a board meeting to make any final decisions before submitting the application. The major priorities to pursue with the funds are outdoor and indoor furniture plus computer upgrades for the public and staff. No action taken.

6.2 13:40

Discuss personnel updates (executive session)

A motion was duly made and seconded to enter into executive session at 13:45 to discuss a personnel update. Vote: 4 yes, 0 abstentions, 0 no. Approved

A motion was duly made and seconded to exit executive session and return to open session at 13:55. Vote: 4 yes, 0 abstentions, 0 no. Approved. No action taken upon return to open session.

7.0 Future Meetings

7.1 13:59 08/10/2021 next regular board meeting

The board decided to meet on 8/3/2021 instead of the 10th to allow time to review the ARPA grant application before submission later that week.

8.0 14:00 Adjournment

The meeting was adjourned at 13:58

Respectfully Submitted, Jane Pincus (Acting Clerk)

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Library Operations Report

Upcoming Events and Meetings

- None

July Outreach

- In July the RFL hosted 0 programs and meeting space for 1 event (School Board Meeting). Attendance for these events included 1 adult and 0 children.

Miscellaneous

- Beginning in July the RFL is now offering an attraction pass to VINS in Quechee VT. The pass provides discounted admission to the venue.
- The RFL was unexpectedly closed on July 3 due to an electrical outage.
- In July the RFL was the location for our collective water system's safety-quality sampling. We have not seen the results as of yet, but for the last 13 years there have not been problems so we'll assume the trend continues at this time.
- RFL COVID-19 Review
 - In the third week of July 2021 14% of VT public libraries are still closed to the public.
 - We are no longer quarantining materials based on current recommendations from the CDC.
 - We are taking a more fluid stance to wearing masks at this time. The door signage indicates unvaccinated individuals are required and vaccinated individuals may choose whether or not to wear a mask. At the end of July 2021 25% of public libraries are requiring all visitors to wear masks inside their buildings. Mask usage is something we are watching closely and will continue to adapt as the state and community respond to the increased presence of the Delta variant of the Coronavirus.

RFL Service description

- A community member told us that they were away for a while and oh how they are so excited to be back again!

Volunteers providing service in the last month

Boo Smith

July by the numbers Roxbury Free Library

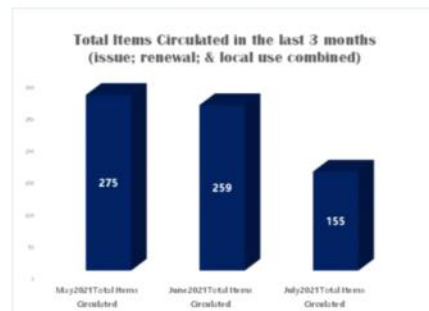
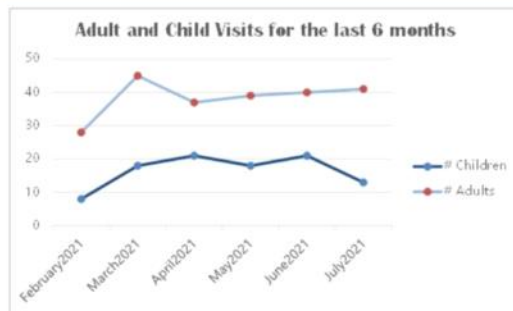
We did it, we've been open for 12 straight months during the pandemic. However, our doors were not knocked down this past July. What was historically one of our busier months, July, in 2021 it did not follow the trend. Much of the drop in visitation during July was based on less children visiting the building.

54 visits

0.78 visitors per hour open

↓ **12%**
since June

Summary Statistics of RFL




8,050
items
in the collection

?
9
reference
questions
answered



59 e-content
accessed

ILL
2 → RFL → 5

www.roxburyfreelibrary.org
was visited ~587 times in July 2021



4 Passes checked out

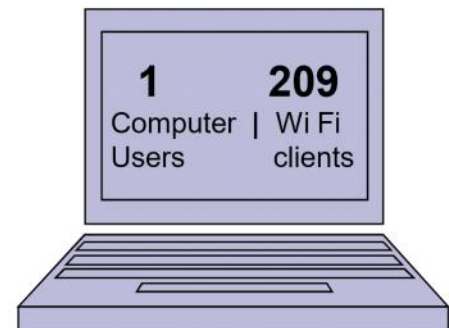
+ 4

Registered new patrons



365 active patrons.

95 Registered users of LUV



ID	Title	Frequency	Last Revision
PERS-001	Personnel Policy	Annually	07-09-2019

Roxbury Free Library Personnel Policy

Roxbury Free Library is a municipal library and the affairs of the library are managed by the Board of Trustees. The trustees hire a Library Director, who is exempt from the Town's Personnel Policy and is responsible for managing all other library employees and volunteers¹. It is our belief that the Library Director is first among the Library's valuable assets, and as such, every attempt is made to deal with the Library Director in ways that are fair, and that will nurture a mutually beneficial relationship between the Trustees and its Director. The Library is an equal opportunity employer and does not discriminate on the basis of age, sex, race, religion, color, sexual orientation, place of birth, ancestry, physical or mental condition or national origin.

This policy is not considered a contract to employment.

I. Recruitment: Any vacant employee position should be posted and advertised in local newspapers and social media stating position, pay scale, and application date deadline as well as other pertinent information. Reference checks may be made by telephone contact prior to an offer of employment.

II. Probationary Period: All employee appointments shall be made with a probationary period of 6 months. The Trustees, or Library Director, in their sole discretion, may reduce this probationary period if it is determined that a reduction is justified. One month prior to the end of the probationary period, the Trustees or Library Director will carefully review the work of the new employee. During the probationary period, the Trustees or Library Director may remove an employee who is unable or unwilling to perform the duties of the position satisfactorily or whose performance and dependability do not merit continuance in the service to the Roxbury Free Library.

III: Employee and Volunteer Job Descriptions: The Trustees are responsible for creating a job description for the library director position. The job description will be used for recruiting efforts for new directors as well as performance evaluations for employed directors. The library director will be responsible for creating job descriptions for any other employees of the library. The library director will also be responsible for creating volunteer work descriptions for library volunteers.

IV: Employee Responsibilities and Performance Evaluation: All employees and volunteers will be given a position description at the time of hire or recruitment, which shall stipulate the qualifications for and responsibilities required of the position. The

Board of Trustees or Library Director will review the description on an annual basis with the employee or volunteer, at which time any modifications deemed necessary or advisable will be made.

Annual evaluation of employees will occur in September unless otherwise scheduled by the Trustees or Library Director. After this evaluation, the Trustees or Library Director will present the employee with a written performance review. Also at this time, the employee will submit a self-evaluation, which shall detail the employee's goals for the coming year. Copies of the evaluations will be kept in the employee's personnel file.

V. Termination: The Trustees may dismiss the Library Director and the Library Director may dismiss any employee or volunteer if the position is eliminated or if the employee or volunteer becomes unable to perform the duties of the position. Volunteers work with the status of "at will" employees and the Library Director has the right to terminate the volunteer's working association with the Library at any time, for any reason. The Trustees or Library Director shall provide such employee or volunteer with written notice of the intent to dismiss the employee or volunteer and the reasons for such dismissal. The Trustees or Library Director shall also provide the employee or volunteer an opportunity to meet to review the reason for dismissal. Following such meeting, the Trustees or Library Director shall provide the employee or volunteer with written notice of the decision. The Trustees' or Library Director's decision shall be final.

VI. Grievances: It is the intent of the Trustees of Roxbury Free Library to address grievances informally. Employees are encouraged to make every effort to resolve problems as they arise. It is recognized, however, that grievances may occur, which will be resolved only after a formal appeal and review. A grievance is any matter considered by the employee or volunteer as grounds for complaint. An employee who believes that inequitable treatment has been received because of some condition of employment may personally or through representatives appeal for relief from that condition to the Trustees or Library Director.

VII. Pay and Benefits: The employee's pay rate will be based on qualifications and experience and determined each year during the budget planning process by the Trustees or Library Director. Also to be determined at that time will be the hours of combined time off, and the amount of money available for training and professional development.

VIII. Volunteers: The Roxbury Free Library Board of Trustees recognizes that volunteers are a valuable resource for the Library. Their energy and talents help the Library meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Volunteer services aid the Library in making the best use of its fiscal resources and help connect the Library to other

community groups and organizations. Volunteers can also be valuable advocates for the Library in the community. The Library and its volunteers must work together to ensure a successful relationship. Library staff will continually work to recognize the contributions of Library volunteers and seek to expand the Library volunteer group as needed.

IX. Public Library volunteers are coordinated by the Library Director, or designee, and must be at least 14 years of age. Junior volunteers under the age of 14 required to perform service for specific programs are accepted on a short-term basis. Parents of junior volunteers must sign consent forms for their children to perform service hours at the Library.

Each volunteer must complete an application which will be kept on file in the Library. Volunteers may also be interviewed to determine their interests and levels of experience. Volunteer talents, experience, availability and interests will be considered in job assignments.

X. Library volunteers are bound by the rules contained in all Library policies and guidelines, especially those that relate to patron privacy and confidentiality. Library volunteers are recognized by the public as representatives of the Library and will be guided by the same work and behavior^[LDRFL1] policies as employees. Library volunteers will be familiar with the Library's "Library Volunteer Guidelines" document.

XI. The Library accepts volunteers requiring court ordered community service at the discretion of the Library Director. Court ordered community service volunteers are required to be interviewed by the Library Director prior to being accepted for service. Junior volunteers under the age of 18 required to perform service for specific programs are accepted on a short-term basis. Parents/guardians of junior^[LDRFL2] volunteer must sign a consent form for their children to perform volunteer service hours at the Library.

¹ Volunteer means an individual not employed by the library who works on an occasional or regular basis in the library to assist the staff. A volunteer works without compensation or economic benefits provided by the library. In accordance with the Fair Labor Standards Act volunteers do not displace regular employed workers or perform work that would otherwise be performed by regular employees. In addition, paid employees cannot volunteer to provide the same type of services to the RFL that they are employed to provide.

Addendum A: Personal Acknowledgment

ID	Title	Frequency	Last Revision
PERS-002	Director Job Description	Annually	07-09-2019

ROXBURY FREE LIBRARY

Roxbury, VERMONT

POSITION: LIBRARY DIRECTOR

The Library Director is responsible for the administration, supervision and coordination of all activities and services of the library and for carrying out the policies adopted by the Library Board of Trustees.

MAJOR RESPONSIBILITIES AND DUTIES

Service to the community

Participate in long range planning in conjunction with the Board of Trustees

Develop procedures for the smooth running of the library

Develop a collection of interesting materials in various formats

Maintain the collection

Provide reference, interlibrary loan, readers' advisory and referral services

Assist patrons to use library materials and technology

Develop programs that appeal to a variety of community members

Promote and publicize the library's services, activities and resources

Oversee the scheduling and use of the library after hours

Oversee the library physical structure, internally, externally and surrounding grounds for the purpose of facilitating building maintenance.

- I. Maintain the library web page
- II. Maintain library computers and offer basic computer and internet training for patrons
- III. Maintain the automated library system

Support and implementation of library policy

- I. Participate in monthly Board of Trustees meetings
- II. Maintain the policy file, passing policy information to staff and volunteers as appropriate, answer the public's questions about policies

Fiscal responsibilities

- I. Collaborate with the library treasurer to develop an annual budget for Board of Trustee approval
- II. Track expenses and review and approve invoices
- III. Receive cash donations, fees and other income
- IV. Develop alternative library funding

Hiring, supervision and training staff and volunteers

- I. Recruit and oversee employees
- II. Manage volunteers
- III. Maintain a procedure manual for staff and volunteers and train all staff and volunteers

Formal Reporting

- I. Prepare monthly reports for the Board of Trustees
- II. Collect and analyze library statistics
- III. Complete reports, surveys and requests for information from state and federal library agencies and associations

Continuing Education

- I. Attend workshops and conferences related to library needs and inform volunteers and Board of Trustees of any workshops or meetings that might be of interest to them
- II. Affiliate with the Vermont Library Association and the American Library Association
- III. Stay abreast of developments in the library field for children and adults through current professional journals, Vermont Department of Library publications etc.

Perform other duties the Board of Trustees deems necessary for the efficient operation of the library

QUALIFICATIONS

Library science degree or Vermont Library Certification preferred.

Date of adoption 07/09/2019

Record of Adoption

Approved	<u>4</u>	(Jeanne Beckwith absent)
Abstentions	<u>0</u>	
Opposed	<u>0</u>	