

Meeting Minutes

Roxbury Free Library Board of Trustees' Meeting August 03, 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 17:35

2.0 17:31 Additions/Postponements of Agenda Items

None

3.0 17:33 Consent Agenda

3.1 Review of minutes of 06/08/2021 and 07/11/2021 meetings

The minutes of 06/08/2021 & 07/11/2021 were reviewed and accepted.

3.2 Review of Treasurer's report

Operating funds and project funds balance out Treasurer's report was reviewed and accepted.

3.3 Review of Library Director's report

Library Director's report was reviewed and accepted. The library director shared that the staff have decided to expand hours on Sat. from 10:00 – 3:00 and reduce hours on Thur. from 2:00 – 5:00. Visitation rates over the last several years justify the change. The summer of 2021 has been pretty quiet. Though some Windridge camp traffic has been seen at the RFL this year, visitation is not comparable to what had been seen around 2012. Attraction passes are circulating more frequently than they had in 2020. A motion was made by Jane Pincus and seconded by Jeanne Beckwith to

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Approved at the 09/14/2021 Meeting.

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accept the consent agenda which include the: minutes of 06/08/2021 & 07/11/2021, 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 Conclude ARPA grant application preparations

The board discussed the RFL's application for the ARPA grant. The library director showed the board the grant application "sandbox" and items and themes were discussed. The application should be ready to go by the deadline next week. Items can only be purchased with the grant funds after the grant contract has been executed; likely sometime in October. Ryan will confirm the flexibility to substitute items budgeted for with alternatives once the grant funds are received. A motion was made by Heidi Albright and seconded by Jeanne Beckwith to amend the proposed grant application by giving RFL staff a + or - 10% leniency with the end total budget from the initial draft proposal of \$2,148. Approved . Vote: 5 yes, 0 abstentions, 0 no. Approved

7.0 New Business

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7.1 18:00 Review PERS 001 Personnel policy

A motion was made by Carl Ellis and seconded by Jane Pincus to approve the PERS 001 policy including language changes made in sections X and XI ("behavior" to "personnel" and "junior" to "such"). Vote: 5 yes, 0 abstentions, 0 no. Approved

7.2 18:15 Review PERS 002 Director job description

A motion was made by Heidi Albright and seconded by Jane Pincus to approve the PERS 002 policy including language changes suggested during discussion (Employee evaluations will remain on the calendar in September. Using the term "library board treasurer". "and apprising the board of trustees appropriately"). Vote: 5 yes, 0 abstentions, 0 no. Approved

7.3 18:25 Preliminary planning discussion for 2021 board retreat

The board postponed this discussion until the September board meetin. No action taken.

7.3 18:40 Discuss personnel updates (executive session)

A motion duly made and seconded to enter into executive session at 18:50 to discuss a personnel matter. Vote: 5 yes, 0 abstentions, 0 no. Approved

A motion was duly made and seconded to exit executive session and return to open session at 19:02. Vote: 5 yes, 0 abstentions, 0 no. Approved. No action taken upon return to open session.

8.0 Future Meetings

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8.1 18:45 09/14/2021 next regular board meeting

9.0 18:50 Adjournment

A motion was duly made and seconded to adjourn the meeting. Vote: 5 yes, 0 abstentions, 0 no. Approved. The meeting was adjourned at 19:10

Respectfully Submitted, Heidi Albright (Clerk)

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