

Agenda_Packet-09-14-2021

Agenda

Roxbury Free Library
Board of Trustees' Meeting
September 14, 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 08/03/2021 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 Plan agenda for 2021 board retreat
- 7.0 New Business
 - 7.1 18:00 Discuss Library Director evaluation and self-evaluation (executive session)
- 8.0 Future Meetings
 - 8.1 18:45 10/12/2021 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 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

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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 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

motion was made by Jane Pincus and seconded by Jeanne Beckwith to 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

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Meeting Minutes

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

Absent: None

Audience: None

7.0 New Business

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)

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Meeting Minutes

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

Absent: None

Audience: None

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

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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Trustee Meeting held – September 14th 2021

Library Operations Report

Upcoming Events and Meetings

- *This Was Our Pact* Reenactment Sep. 10
- The Magic Art of Tidying Up October TBA
- Rooted in VT event? First weekend in October
- October 31st Trunk or Treat tentatively

August Outreach

- In August the RFL hosted 0 programs and meeting space for 0 events. Attendance for these events included 0 adult and 0 children.
- Quick summary of our new hours. The extended hours on Saturday have been utilized a little, but not as much as the original 10:00 – 1:00 block. To date, we haven't received any complaints or frustrations with the loss of Thur. evening hours. As expected, Thur. evening wasn't a popular time slot.

Miscellaneous

- We have had a good run of picking up new patrons over the last few months. Almost one new patron per week for the last three months has been our average this summer.
- As of 9/7 we have not received any notes about our ARPA grant application. Our grant materials were successfully submitted well in advance of the deadline and we expect sometime in the next few weeks we'll begin seeing notices about next steps.
- State Librarian, Jason Broughton, has resigned to take a job at the Library of Congress. Tom McMurdo will be the interim State Librarian until a replacement is appointed.
- RFL COVID-19 Review
 - In the first week of September 2021 9% of VT public libraries are still closed to the public.
 - 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. On Sep. 8th 2021 51% 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 needed.

RFL Service description

- Patron feedback: "Thank you! What an amazing little library our town has."

Volunteers providing service in the last month

Matt Lipschutz

August by the numbers Roxbury Free Library

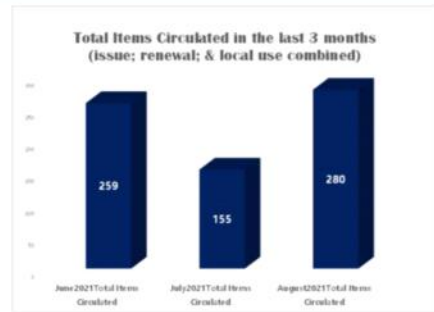
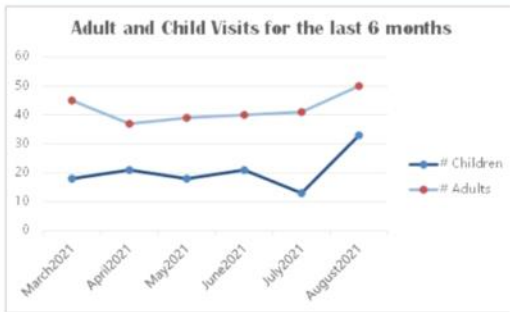
What a difference a month makes. Some steady and consistent visitation through August by several families turned our visitation numbers around from a slow July. Did you see the ILL #s for August? For nearly every shift in August we were sending our books out to other libraries across the state, and even the country.

83 visits

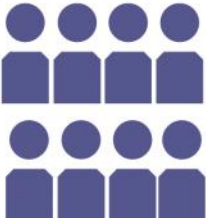

1.15 visitors per hour open


↑ 54%
since July

Summary Statistics of RFL



 8,091 items in the collection	 16 reference questions answered	 54 e-content accessed	ILL 7 → RFL → 10
www.roxburyfreelibrary.org was visited ~146 times in August 2021			

 4 Passes checked out + 4 Registered new patrons	 369 active patrons. 97 Registered users of LUV
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4	226
Computer Users	Wi Fi clients