

# Meeting Minutes

## Roxbury Free Library Board of Trustees' Meeting November 9, 2021 at 17:30

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

**Absent:** None

**Audience:** None

**1.0 17:30** Call to order

The meeting was called to order at 17:36

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

Ed Carney proposed a quick discussion about the process of elections for Town Meeting 2022. Jane Pincus wished to discuss the CLiF grant and time will be made during the Library Director's report to address those.

**3.0 17:33** Consent Agenda

**3.1** Review of minutes of 09/14/2021 meeting

The minutes of 09/14/2021 were reviewed and accepted. The board considered correcting the typo of "fun" to "fund" in the draft minutes, but concluded not to.

**3.2** Review of Treasurer's report

Treasurer's report was reviewed and accepted.

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

The Library Director shared updates on the execution of the ARPA and CLiF grants the RFL has been awarded. A discussion followed covering how decisions are being made regarding the CLiF performances. Library Director's report was reviewed and accepted. A motion was made by Jeanne Beckwith and seconded by Jane Pincus to accept the consent agenda which include the: minutes of

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

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09/14/2021, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved

### 4.0 17:40 Additions to agenda

Ed Carney shared with the board that the Town Meeting election in 2022 will likely require ballots with signatures for individuals to run. Jeanne Beckwith's seat is the only one up in 2022. She indicated she will figure out the petition process. Heidi Albright mentioned that some of the links on the RFL website are broken.

### 5.0 17:45 Audience

None

### 6.0 Old Business

#### 6.1 17:50 2021 board retreat

The board retreat didn't happen. No speaker was able to be arranged for the outreach and promotion work that the board intended to cover at the retreat. Ed shared highlights of his recent library meeting attendance and how some of those themes might influence a future retreat. No action taken.

### 7.0 New Business

#### 7.1 18:00 First discussion of FY23 draft budget

The board discussed the first draft budget. There is hardly any change in the proposed operating budget. With the successful gain of recent grants, the budget might be in a position to decrease from FY22s budget, but the board overall would like to level fund or go up 2-3% to account for inflationary trends. The December meeting will include more detailed exploration of each line item. No action taken.

#### 2021 Annual Appeal Letter

The board discussed Jane Pincus' draft of the appeal letter. Some suggestions were made which Jane will incorporate into the final draft. No action taken.

#### Consider 2021 holiday gift giving

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The board loves the holiday gift giving tradition and would like to start the process early this year to ensure it can happen again. No action taken.

### Summary of recent meetings and trainings (Ed Carney)

Ed Carney shared highlights from some of the meetings he has attended over the last few weeks. The board discussed the board policy manual and where it is located (website). A possible action is reviewing the entire manual for exclusionary or privacy problems. The review could be on an "as needed basis". How to engage with teens was another theme. RFL generated ideas included – games/gaming; story telling; Roxbury Talent Show; piggybacking concerts; invite students to come tell us what their interests are, and what programs they would be interested in. No action taken.

### Review RFL COVID-19 response measures

The Library Director shared the current protocols for RFL operations in regards to COVID-19: unvaccinated individuals are required to wear a mask inside the building; no time limits inside during visits; a rough occupancy limit of 6 is still followed, and no quarantining materials are the basic practices. The Library Director indicated it is unlikely that either stricter or more lenient COVID protocols inside the RFL will alter visitation or patron behavior (which has been great). The board discussed what is happening at the RFL and other libraries. Staying the course for now is probably okay. No action taken.

### Discuss Personnel compensation (executive session)

A motion was made by Heidi Albright and seconded by Jane Pincus to enter into executive session at 18:46 to discuss personnel compensation. Vote: 5 yes, 0 abstentions, 0 no. Approved. A motion was made by Jeanne Beckwith and seconded by Heidi Albright to exit executive session and return to open session at 19:05. Vote: 5 yes, 0 abstentions, 0 no. Approved. No action taken upon return to open session.

### 8.0 Future Meetings

8.1 19:25 12/14/2021 next regular board meeting

9.0 19:30 Adjournment

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A motion was made by Heidi Albright and seconded by Jane Pincus to adjourn the meeting. The meeting was adjourned at 19:09

Respectfully Submitted, Heidi Albright (Clerk)

DRAFT

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