

Agenda_Packet_11-09-2021

Agenda

Roxbury Free Library
Board of Trustees' Meeting
November 9, 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 09/14/2021 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 2021 board retreat
- 7.0 New Business
 - 7.1 18:00 First discussion of FY23 draft budget
 - 2021 Annual Appeal Letter
 - Consider 2021 holiday gift giving
 - Summary of recent meetings and trainings (Ed Carney)
 - Review RFL COVID-19 response measures
 - Discuss Personnel compensation (executive session)
- 8.0 Future Meetings
 - 8.1 19:25 12/14/2021 next regular board meeting
- 9.0 19:30 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
September 14, 2021 at 17:30

Present: Heidi Albright (Clerk), Jeanne Beckwith (Vice Chair), Ed Carney (Chair) arrived at 17:52, 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 17:36 by vice chair Jeanne Beckwith

2.0 17:31 Additions/Postponements of Agenda Items

None

3.0 17:33 Consent Agenda

3.1 Review of minutes of 08/03/2021 meeting

The minutes of 08/03/2021 were reviewed and accepted.

3.2 Review of Treasurer's report

Donations from August didn't show up in the report yet. Nothing to note otherwise. Capital improvement fun is the same as before. Treasurer's report was reviewed and accepted.

3.3 Review of Library Director's report

RFL application for ARPA grant funds was submitted with not hitches in August. Regarding the board's questions about the budget, our application was more general so specific vendors and products didn't have to be specified in advance. Fluid mask use at the RFL is still working at this point in time. Extended Saturday hours are seeing use. Events proposed and reviewed were Rooted in Vt. for Oct. and tentative Trunk or Treat. Library Director's report was reviewed and accepted. A motion was made by Heidi Albright and seconded by Jane Pincus to accept the consent agenda which include the: minutes of 08/03/2021,

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Meeting Minutes

Roxbury Free Library Board of Trustees' Meeting September 14, 2021 at 17:30

Treasurer's report, and Library Director's report. Vote: 4 yes, 0 abstentions, 0 no.
Approved

4.0 17:40 Additions to agenda

None, except Jane Pincus said she wants to be part of programming.

5.0 17:45 Audience

None

6.0 Old Business

6.1 17:50 Plan agenda for 2021 board retreat

The board discussed desires and options for a board retreat. After discussion, the board plans to hold a retreat on Oct. 17 from 3:00 – 5:00 at the RFL. The retreat will take the place of the regularly scheduled board meeting on Oct. 12. Potential agenda items will include: expanding patrons, brainstorming programs, eating good food, PR promotions, and recruiting younger board-advisory-FOL members. No action taken.

Ed updated the board about the potential repair work being done on the West stairway. Repairs are expected, but the ball is in the Selectboard's court.

7.0 New Business

7.1 18:00 Discuss Library Director evaluation and self-evaluation
(executive session)

A motion was made by Ed Carney and seconded by Jane Pincus to enter into executive session with an invitation to the Library Director for the purposes of personnel evaluation. The board entered executive session at 18:09. A motion was made by Ed Carney and seconded by Jane Pincus to exit executive session and return to open session at 18:33. Vote: 5 yes, 0 abstentions, 0 no. Approved
No action taken upon return to open session.

8.0 Future Meetings

8.1 18:45 10/12/2021 next regular board meeting

9.0 18:50 Adjournment

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Meeting Minutes

Roxbury Free Library Board of Trustees' Meeting September 14, 2021 at 17:30

A motion was made by Ed Carney and seconded by Jeanne Beckwith to adjourn the meeting. The meeting was adjourned at 18:34

Respectfully Submitted, Heidi Albright (Clerk)

DRAFT

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Trustee Meeting held - November 9th 2021

Library Operations Report

Upcoming Events and Meetings

- Nov. 15th VOKAL quarterly meeting
- The Magic Art of Tidying Up Nov. 18th at 7:00
- Nov. 18th & 19th VTDOL Public Library Director's Summit
- RFL Closed Nov. 24th and 25th
- Roxbury Toy Swap beginning of December

October Outreach

- In October the RFL hosted 4 programs and meeting space for 2 events. RFL Classroom visit, John Gailmour performance, Trunk or Treat and Halloween, plus two MRPS School Board meetings. Attendance for these events included 43 adults and 85 children.
- Latest issue of the Newsy was prepared and mailed in October.

Miscellaneous

- One week ago we received the completed paperwork for the ARPA grant application. We have initiated the process to acquire the technology products we outlined in the application (public and staff computers). The other items, i.e. outdoor bench, will be prioritized later in the winter to coordinate procurement with spring weather.
- After a 5-month waiting period, I'm finally in a position to share with the board that in June 2021 we were jointly awarded a small schools year of the book grant award from CLiF (Children's Literacy Foundation). The grant was a collaborative effort between the RFL and RVS school library and both institutions benefit from the grant. Part of the delay in the public announcement was that for the first time CLiF created a category of "micro" schools/communities to capture communities like Roxbury (sounds like they spent some time debating and in the end restructured their award dollar distribution to be able to better serve smaller communities). The grant award includes 3 primary components: books for both the school and public libraries' permanent collections; 5 performances to connect children with books/writers; and books to be given to community youth. One of the events listed above was a CLiF performance (John Gailmour on the 25th of October). In mid-October we submitted our order for ~\$1,000.00 in children's print materials for the RFL collection. The first round of book giveaways followed the music performance. We are hopeful that future events will be able to be attended by the general public, but COVID safety will continue to be a driving factor for when and how we host the performances. I recorded the John Gailmour performance and plan to make it available on our website in case anyone wants to see the recording.

Trustee Meeting held – November 9th 2021

- Ed Carney and I attended the small and rural library VTDOL round table on the 5th of November.
- The RFL was the site for the quarterly water-system quality sampling and testing.
- RFL COVID-19 Review
 - In the first week of November 2021 0% of VT public libraries are still closed to the public, but 6% are by appointment or staff only.
 - We continue to take 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 Nov. 3rd 2021 65% 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.
 - We are still loosely following the occupancy limit of 6 individuals that had been established by the state earlier in 2020.
 - We do not have any restrictions on time of visits inside the building.
 - Returned materials are no longer being quarantined upon return.
 - Some toys have been returned to the children's area in the RFL. We do replace toys that have been used and quarantine them before putting them out for public use.
 - Curbside and home deliveries continue to be options for patrons to access.

RFL Service description

- Patron feedback: "Thank you for the great customer service. I wish the interaction I just had at Subaru had gone like this."

Volunteers providing service in the last month

Matt Lipschutz

Boo Smith

October by the numbers Roxbury Free Library

For whatever a normal month during the pandemic is, October 2021 is probably close to being it. Visitation was slight, but materials were still moving around and basic services were provided. I don't see anything too distinctive to report from these numbers.

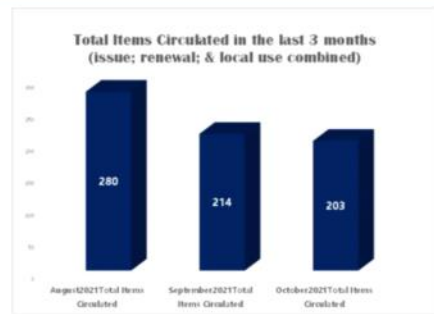
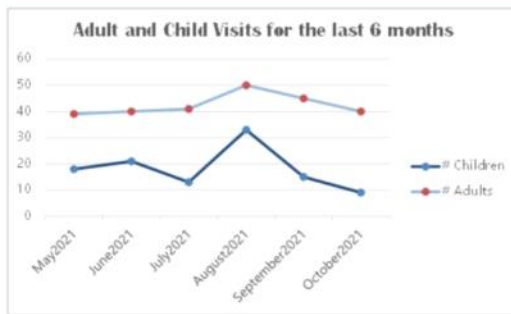
49 visits

0.62 visitors per hour open

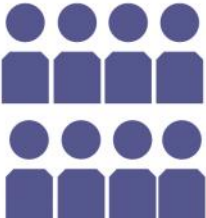

↓ 18%

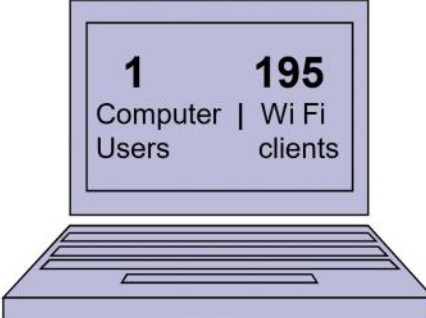
since September

Summary Statistics of RFL



 8,057 items in the collection	 6 reference questions answered	 31 e-content accessed	ILL 4 → RFL → 2
www.roxburyfreelibrary.org was visited ~350 times in October 2021			

 0 Passes checked out + 0 Registered new patrons	 373 active patrons. 98 Registered users of LUV
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1 Computer Users	195 Wi Fi clients
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