

Agenda

Roxbury Free Library
Board of Trustees' Meeting
November 09, 2021 at 17:00

Physical Meeting location: Roxbury Free Library

Virtual Meeting location: Zoom -

<https://us02web.zoom.us/j/5980212288>

Meeting ID: 598 021 2288 or dial in at 1 301 715 8592 US

- 1.0 17:00 Call to order
- 2.0 17:01 Additions/Postponements of Agenda Items
- 3.0 17:03 Consent Agenda
 - 3.1 Review of minutes of 11/09/2021 meeting
 - 3.2 Review of Treasurer's report
 - 3.3 Review of Library Director's report
- 4.0 17:10 Additions to agenda
- 5.0 17:15 Audience
- 6.0 Old Business
 - 6.1 17:20 Final discussion and approval of FY23 draft budget
 - 6.2 17:50 2021 Annual Appeal Letter response update
 - 6.3 17:55 2021 holiday gift giving
- 7.0 New Business
 - 7.1 18:00 Determine upcoming RFL board meeting schedule
- 8.0 Future Meetings
 - 8.1 18:25 01/11/2022 next regular board meeting
- 9.0 18:30 Adjournment

Roxbury Free Library Mission Statement: *Our mission is to develop and nourish the spirit and imagination of all individuals in our community 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
November 9, 2021 at 17:30

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

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

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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Library Operations Report

Upcoming Events and Meetings

- CLiF book distribution and general program sometime in Dec.
- Dec. 18th Holiday ornament kit distribution
- RFL Closed Dec. 25th and Jan. 1st
- Rick Agran program in January (CLiF)

November Outreach

- In November the RFL hosted 1 program and meeting space for 1 event. Kon Marie program, plus MRPS School Board meeting. Attendance for these events included 45 adults and 0 children.
- By the end of November the RFL had acquired and setup new computers all around for both staff and patrons.

Miscellaneous

- Caitlyn attended the VOKAL quarterly meeting in November. Ryan attended the two-day VT. Public Library Director's summit in November.
- The CLiF award that was presented to the RFL and RVS libraries this year is an estimated value of approximately \$10,000.
- In November the ARPA grant funds were received by the RFL.
- Final considerations for the FY23 draft budget. RFL staff continue to support the overall draft budget and don't recommend any substantive changes. If the board were to consider any updates, we'd suggest considering the forecasted 6% inflation rate, new furniture, and possible upgrades to the RFL internet service.
- We are poised to submit our data for the VTDOL annual report within the next two weeks.
- RFL COVID-19 Review
 - Based on recommendations from State of VT, we are again requiring mask usage of all persons entering the RFL effective Dec. 1st.

RFL Service description

- Toy Swap participant: "Thank you so much for organizing this, this is just what we needed!"

Volunteers providing service in the last month

Christine Dorman

November by the numbers Roxbury Free Library

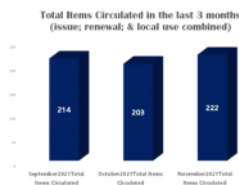
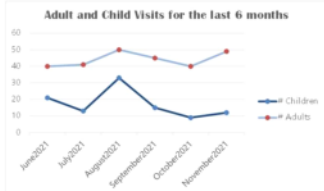
A number to celebrate this month is that we crossed into the triple digits for Listen Up Vermont users (100 currently). Though digital material circulation continues to trail circulation of our physical collection it will continue to be an important focus of our collection work now and going into the future.

61 visits

0.78 visitors per hour open

↑ 25%
since October

Summary Statistics of RFL



<p>8,057 items in the collection</p>	<p>? 9 reference questions answered</p>	<p>30 e-content accessed</p>	<p>ILL 3 → RFL → 4</p>
<p>www.roxburyfreelibrary.org was visited ~350 times in October 2021</p>			
<p>375 active patrons. 100 Registered users of LUV</p>	<p>1 Passes checked out + 1 Registered new patrons</p>	<p>4 Computer Users 223 Wi Fi clients</p>	

Roxbury Free Library
F. Y. 2023 Budget Proposals

	Budget 2021	Budget 2022	Budget 2023	%Change	Notes
PROPOSED					
Revenue Account					
1 Interest	\$ -	\$ -			
2 CD Interest	-	-			
3 Dividends	425.00	425.00	425.00	0%	
4 Grants	250.00	250.00	250.00	0%	
5 Town Appropriations	30,800.00	31,750.00	Board vote		
6 R. F. L. Funds	1,595.00				
7 Misc. Income (Fr. FOL/Projects)	-	965.00		100%	
	\$ 33,070.00	\$ 33,390.00	\$ 33,848.00	101%	\$458.00 difference between FY22 & FY23 total budget projection
Expenditures Account					
8 FICA/Medicare	\$ 1,620.00	\$ 1,653.00		102%	TOGETHER = \$ 1,689.00 This represents
9 SUIVT	180.00	185.00		103%	Tammy's accounting for lines 31 & 38, i.e. \$ 2,584.00
10 Transfer out	-	-			We have 2 yrs.' raises, so it'll be more than \$1600.00, but probably near \$1,800.00 rather than \$2,681.00.
11 Library Expenses	-	-			We will change our line items to agree with Tammy's.
12 Postage	325.00	325.00	325.00	100%	
13 Supplies	400.00	400.00	400.00	100%	
14 Books/Materials	3,000.00	3,000.00	3,000.00	100%	Budgeted for this year
15 RIF	-	-	-	0%	\$ 1,620.00 Sugg. '22 FICA/I \$ 1,686.06
16 Programs	-	-	-	0%	180.00 Sugg. '22 SUIVT \$ 188.70
17 Grant Programs	-	-	-	0%	\$ 1,800.00 Sugg. '22 Payroll taxes
18 Computer/Software	350.00	300.00	300.00	100%	
19 VOKAL Annual Fee	375.00	375.00	375.00	100%	
20 GMLC LUV Dues	265.00	265.00	265.00	100%	
21 VT Online	-	-	-	0%	
22 Domain Registration	125.00	125.00	125.00	100%	
23 Equipment/Furniture	200.00	560.00	560.00	100%	
24 Electricity	500.00	500.00	500.00	100%	
25 Telephone/DSL	1,500.00	1,500.00	1,500.00	100%	
26 Fuel	1,500.00	1,500.00	1,500.00	100%	

27 Training/Professional	300.00	300.00	300.00	100%	
28 Library Insurance	1,000.00	1,000.00	1,000.00	100%	
29 Maintenance	300.00	300.00	300.00	100%	
30 Director Payroll	14,775.00	15,405.00	15,713.00	102%	
31 Dir. Payroll Taxes	2,008.00	above		0%	Might actually be ~\$700 lower for all employees combined
32 Librarian Sub. Pay	-	-	-	0%	\$2,450.00 \$223.87 FICA = 0.130552
33 Mileage	100.00	100.00	100.00	100%	\$1,714.77 \$1,490.90 SUIVT = 0.869446
34 Gifts	-	-	-	0%	\$1,714.77
35 NSB Account	-	-	-	0%	
36 Misc. Expense	-	-	-	0%	
37 Assistant Librarians Payroll	5,471.00	5,635.00	5,747.00	102%	
38 Asst. Libr. Payroll Taxes	576.00	above		0%	
	33,070.00	33,390.00	33,848.00	101%	Difference between FY21 & FY22 458.00

2022 RFL "Friends" Budget

	Proj. 2022 Expense	Proj. FY23 Expense	Proj. 2022 Income	Proj. FY23 Income
On Hand			\$ 12,500.00	
Due in			-	
Donations			2,000.00	2,000.00
Fundraising			1,000.00	1,000.00
			\$ 3,000.00	\$ 3,000.00
Contribution to RFL, RIF	\$ 965.00	\$ 965.00		
Programs, Projects	700.00	700.00		
Copier Lease	-	-		
Newsy	1,000.00	1,000.00		
	\$ 2,665.00	\$ 2,665.00		
Net:			Proj. balance \$ 335.00	Proj. balance \$ 335.00