

Agenda_Packet_04-19-2022

Agenda

Roxbury Free Library
Board of Trustees' Meeting
April 19, 2022 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 17:05 Consent Agenda
 - 3.1 Review of minutes of 03/15/2022 meeting
 - 3.2 Review of Treasurer's report
 - 3.3 Review of Library Director's report
- 4.0 17:15 Additions to agenda
- 5.0 17:20 Audience
- 6.0 Old Business
 - 6.1 17:25 Upcoming 2022 fundraising raffle
Upcoming 2022 book sale plans
- 7.0 New Business
 - 7.1 None
- 8.0 Future Meetings
 - 8.1 05/12/2022 Normal RFL board meeting
06/01/2022 VLA Annual Conference
- 9.0 18:00 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
March 15, 2022 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

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

Absent: Jeanne Beckwith (Vice Chair),

Audience: None

1.0 17:00 Call to order

The meeting was called to order at 17:11

17:01 Appoint Board Officers

A motion was made by Carl Ellis and seconded by Heidi Albright to maintain the same board officer composition as last year (Ed Carney - Chair; Jeanne Beckwith - Vice Chair; Heidi Albright - Clerk; Carl Ellis - Treasurer). Vote: 4 yes, 0 abstentions, 0 no. Approved

2.0 17:10 Additions/Postponements of Agenda Items

None

3.0 17:11 Consent Agenda

3.1 Review of minutes of 02/10/2022 meeting

The minutes of 02/10/2022 were reviewed and accepted.

3.2 Review of Treasurer's report

Treasurer's report was reviewed and accepted.

3.3 Review of Library Director's report

Library Director's report was reviewed and accepted. Ryan shared that the 2022 VLA conference was announced for June 1st at VTC in Randolph.

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Agenda

Roxbury Free Library Board of Trustees' Meeting December 9, 2021 at 17:00

There will be a town meeting about sidewalk construction on Mar. 23rd 7:00 which RFL staff will attend to advocate for easy walking access to the RFL. A motion was made by Jane Pincus and seconded by Heidi Albright to accept the consent agenda which include the: minutes of 02/10/2022, Treasurer's report, and Library Director's report. Vote: 4 yes, 0 abstentions, 0 no. Approved

4.0 17:15 Additions to agenda

None

5.0 17:20 Audience

None

6.0 Old Business

6.1 17:25 Board action on Edward Jones RFL investment consolidation

Carl shared that there is no time constraint on this paperwork and he does not have all the options sorted out yet. Postponed to a future meeting. No action taken.

7.0 New Business

7.1 17:45 Confirm board meeting schedule and agenda posting locations

The board discussed their upcoming schedules and agreed to continuing to meet each month on the 2nd Thur. at 5:00 for this coming year. No one had any suggestions to change the agenda posting locations for RFL board meetings. We will continue to warn all board meetings on the RFL website, RFL bulletin board, Roxbury USPS bulletin board, and the Town Office bulletin board. In a motion duly made and seconded, the meeting schedule and meeting warning location was approved. Vote: 4 yes, 0 abstentions, 0 no. Approved

7.2 17:55 Plan and decision for exterior bench procurement

The board discussed vendors and options for an exterior bench at the RFL. Ed will confirm with Anne Roche Outdoor Furniture what options are available in 6' benches under \$1,000. The board will choose from those options at the April meeting. No action taken.

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Agenda

Roxbury Free Library Board of Trustees' Meeting December 9, 2021 at 17:00

- 7.3 18:15 Upcoming 2022 fundraising raffle
The board discussed a possible fundraiser raffle this year. Each member will bring a raffle suggestion to the April meeting. The raffle will be unveiled at Green Up Day on May 7 with the winners drawn at the July 3rd community parade/book sale. No action taken.
- 7.4 18:25 Upcoming 2022 book sale plans
The board discussed hosting a book sale on July 3rd during the community celebration. Book donations will be made the evening before Green Up Day and stored in the first floor of the community center until the July 3rd book sale. We will contact bakers to host a bake sale also on the same day as the book sale. No action taken.
- 7.5 18:35 General discussion about 2022 service priorities
The board discussed some things happening in 2022. Heidi made a few suggestions for improvements to the RFL website (policies; FPF; and About the RFL). No action taken.
- 8.0 Future Meetings
- 8.1 TBD
- 9.0 19:00 Adjournment
The meeting was adjourned at 18:21

Respectfully Submitted, Heidi Albright (Clerk)

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Trustee Meeting held - April 19th 2022

Library Operations Report

Upcoming Events and Meetings

- RFL Closed 4/20/2022 for MRPS Spring Break
- Green Up Day Book Sale May 7th

March Outreach

- In March the RFL hosted 1 programs and meeting space for 0 events (State Representative Open House). Attendance in these events included 4 adults and 0 children.
- Story hour is kind of in que. All we have been able to be able to make happen so far is one exploratory open house. After that we had several weeks of positive cases, close contacts etc...with their group. COVID still can't be overlooked.
- The RFL proposed to the Roxbury Parks Development Committee establishing WIFI network access in the new park. The committee supported the proposal and passed the decision to the Selectboard for their consideration. (No decision has been made to date).

Miscellaneous

- Ed has placed the order for our exterior bench. Thank you!
- Details are still forthcoming, but it sounds like we might be in a position to apply for some additional ARPA funds with the VTDOL. I will let you know when I know what is happening and will pursue the opportunity if it does become available.
- Caitlyn and Lisa have spent some time tracking down options for new interior seating as we start to bring back more in-library use items - like expanded seating and games. We will bring a couple options to the board when we narrow down the choices.
- Both Ed and I have tried to press the Selectboard for details about what the plan is for repair of the RFL Western staircase that was discussed last year. To date we have not had any information provided that would indicate anything is being lined up for this year either.
- We took the rug from the children's area to a professional cleaner last month to bring some life back to it.
- The RFL was awarded a \$300 Summer Performer's Grant to support children's literacy initiatives over the summer months.
- RFL COVID-19 Review
 - At the time of the April board meeting we are requiring mask use by unvaccinated individuals only. We are in a similar operational phase as where we were in the fall of 2021.

Trustee Meeting held – April 19th 2022

- RFL Fundraising notes. Just including a quick checklist of things to consider in advance of our book sales. We will want to have confirmed:
 - Hours of the sales,
 - Hours of drop-offs,
 - Some type of a schedule for both of the above.
 - Roster of volunteers
 - Access to boxes and bags for customers
 - Cash on hand to make change for purchases
 - Plan for leftover books
 - Tickets and descriptions for the RFL raffle items.
 - We will need to think about whether or not masks will be required, but probably not decide until closer to the event.

RFL Service description

Over the last couple of months, we helped a community member with some grant applications with the Dept. of Agriculture which he subsequently was awarded and provided a big impact in his farm operation.

Volunteers providing service in the last month

Michael, Luke, and Devin Fuller
Debra Rogler

March by the numbers Roxbury Free Library

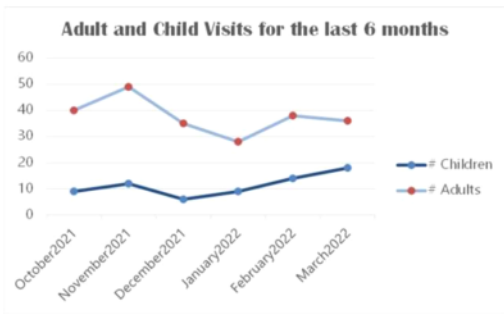
One nice thing to highlight this past month was that the slight increase we saw in visitation during March was attributed to more children inside the RFL. The collection saw a nice bump in March, with the acquisition of ~2 items per day. We will see this collection number fluctuating up and down as we do our end of FY push on acquisitions and weed in advance of book sales.

54 visits

0.60 visitors per hour open

↑ 4%
since February

Summary Statistics of RFL





8,219
items
in the collection


?
10
reference
questions
answered



54 e-content
accessed

ILL
3 → RFL → 0


www.roxburyfreelibrary.org
was visited ~87 times in March 2022



0 Passes checked out

+ 0
Registered new patrons

375 active patrons.
101 Registered users of LUV



9 Computer Users | **220** Wi Fi clients