

# Meeting Minutes

## Roxbury Free Library Board of Trustees' Meeting June 9, 2022 at 17:00

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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), Jeanne Beckwith (Vice Chair) departed at 17:48, Ed Carney (Chair), Jane Pincus, Ryan Zajac (Library Director)

**Absent:** Carl Ellis (Treasurer),

**Audience:** None

### 1.0 Call to order

The meeting was called to order at 17:06

### 2.0 Additions/Postponements of Agenda Items

None

### 3.0 Consent Agenda

#### 3.1 Review of minutes of 04/19/2022 meeting

The minutes of 04/19/2022 were not reviewed and will be approved at the normal July board meeting.

#### 3.2 Review of Treasurer's report

The Treasurer was absent but had provided a paper copy of the monthly account balances to each board member prior to the board meeting. Treasurer's report was discussed, but no action taken. The library director briefly highlighted the plan to conclude the fiscal year and the expectation that it will wrap up with all accounts in good standing.

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

Library Director's report was provided verbally. Ryan shared a few updates on recent grant procurements (CLSP & ARPA Phase 2 include \$800 in grants to the RFL this summer). A few upcoming events include: RIF Distribution; Back to the Country - then and now; Garden Tour of

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# Agenda

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

Roxbury; July 4<sup>th</sup>; and Summer Reading. A shift in staffing effective June 1<sup>st</sup> was also discussed. Lisa will now be working in the similar capacity to the traditional Substituent position at the RFL. Caitlyn will be present more each week and take on more administrative duties. A motion was made by Jeanne Beckwith and seconded by Jane Pincus to accept the modified consent agenda which include the: Treasurer's report, and Library Director's report. Vote: 4 yes, 0 abstentions, 0 no. Approved

### 4.0 Additions to agenda

None

### 5.0 Audience

None

### 6.0 Old Business

#### 6.1 July 3, 2022 RFL Events

Drawing winners for the fundraising raffle

Setup and staffing the book sale

Receiving donated books for the book sale.

Delivery of baked goods and staffing bake sale

Storage of books after the book sale

The board discussed what is happening with upcoming fundraisers. Ed provided a review of how the raffle sales at the Farmer's Markets have gone in Northfield. Book donations can be dropped off at the community center porch anytime between Fri. and Sun. of that weekend. Most board members were available to setup the sale on either Fri. or Sat. before the 3<sup>rd</sup>. Ideas were considered for how to price books to move more books out the door on the 3<sup>rd</sup>. (e.g. buy 1 get 1 free). The raffle winners will be drawn at 2:00 on the 3<sup>rd</sup>. Carl will have the tickets for the drawings. Ideally, a table and signs can be setup outside the book sale on the 3<sup>rd</sup> to boost both fundraisers. Ryan will try to recruit helpers to clean up the sale on the 3<sup>rd</sup>. Jane will call the list of bakers and solicit their help. Other board members will review the current list and make suggestions for additions and changes before June 14<sup>th</sup>. Jane and possibly Jeanne will staff the bake sale table at the Fire Station on the 3<sup>rd</sup>. No action taken

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### 8.0 Future Meetings

#### 8.1 7/14/2022

Jeanne Beckwith mentioned she will not be able to attend on the 14<sup>th</sup>. The board will need to ensure a quorum for their July meeting.

### 9.0 Adjournment

A motion was made by Heidi Albright and seconded by Jane Pincus to adjourn the meeting. Vote: 3 yes, 0 abstentions, 0 no. Approved. The meeting was adjourned at 17:58

Respectfully Submitted, Heidi Albright (Clerk)

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