

**Meeting Minutes**  
Roxbury Free Library  
Board of Trustees' Meeting  
September 01, 2022 at 17:00

**Present:** Heidi Albright (Clerk), Jeanne Beckwith (Vice Chair), Ed Carney (Chair) arrived at 17:30, Carl Ellis (Treasurer) arrived at 17:13, Jane Pincus, Ryan Zajac (Library Director)

**Absent:** None

**Audience:** None

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

The meeting was called to order at 17:05 by Vice Chair Beckwith

**2.0** 17:01 Additions/Postponements of Agenda Items

None

**3.0** 17:05 Consent Agenda

**3.1** Review of minutes of 4/19/2022 and 06/09/2022 meetings

The minutes of 04/19/2022 and 06/09/2022 were reviewed and accepted.

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**3.2** Review of Treasurer's report

Treasurer's report was reviewed and accepted. The reports included the last two months figures for the RFL operations, but not August 2022.

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

The Library Director shared some of the highlights from the last few months of RFL programs, visitation, and news. 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 04/19/2022 and 06/09/2022, Treasurer's report, and Library Director's report. Vote: 5 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** None

**7.0** New Business

**7.1** 17:30 Review end of FY22 financial reports

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The board discussed the end of the FY22. Carl reported there was nothing remarkable in terms of how the finances stood at the end of FY22. We were in good standing with no concerns on either side of the dollar mark. No action taken.

**7.2 17:45**                    Review BYLA 002 Trustee's Calendar

The board discussed the general activities listed and had no additions to add to the calendar. There was a discussion about the policy review schedule and what may or may not be most effective. No modifications were proposed to the policy review schedule. The board retreat came up as an item that has not stuck closely to the calendar, but is no real challenge to operations if it does not. The conversation did spark interest in an upcoming retreat. Ryan will generate an email thread for board members to provide suggested topics and themes to be the focus of an upcoming retreat. Ryan and Ed can work from the topics generated to create a draft retreat agenda to bring to the board at a future meeting. A motion was made by Heidi Albright and seconded by Carl Ellis to approve BYLA 002 as presented. Vote: 5 yes, 0 abstentions, 0 no. Approved

**7.3 17:55**                    Evaluation of recent fundraising activities

Green Up day

July 4<sup>th</sup> Celebration

The board discussed the Green Up Day book sale, the July 4<sup>th</sup> book and bake sale, as well as the fundraiser raffle. Carl concluded the 2022 raffle exceeded years past in terms of profits. The combination of more donations for prizes, good sales at the Northfield Farmer's Market, and having the table on the road during July 4<sup>th</sup> resulted in good sales of tickets for this year's raffle. The bake sale was also more productive than average. The Green Up Day book sale generated less money than July 4<sup>th</sup>, but they were both probably worth the effort. No action taken.

**7.4 18:05**                    Discussion on interior furniture procurement with ARPA Phase 2 funds

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The library director shared with the board that the plan is to use the \$500 in our ARPA Phase 2 grant monies to get new interior furniture for patrons that accomplish the following - improve comfort, efficient use of space, and are hygienic. The board discussed the examples Ryan shared and left the final decision up to the RFL staff as none of the board members expressed any strong desire to see anything particular in regards to the new seating. No action taken.

**7.5 18:10 Library activities and donations for the Roxbury Park**

Ed Carney indicated he'd like to feedback from Carl on the shrubbery to be planted in memory of Meg Ellis. He also mentioned possible ways the board or library could support the park, i.e. supplying chess pieces for the chess table. No action taken.

**7.6 18:15 Library sponsored fall activities**

The library director shared some of the tentative upcoming fall programs. Trunk or Treat, Author Book Club visit are in the works for the fall. No action taken.

**7.7 18:25 Campaign to increase the number of Friends of the Roxbury Free Library**

The board discussed the role of a Friends group and volunteers in general. Ed had mentioned he was recruiting for help at the park and wondered what recruitment strategies may make sense for help with the RFL. There was a suggestion that volunteer and advocate help be a potential retreat topic. No action taken.

**7.8 18:35 Trustees 2023**

The board discussed which seats will be up for election in 2023 - Jane, Heidi, and Ed. Ed indicated he unfortunately will not be expecting to run again for his seat. The board will work to recruit potential replacement candidates between now and January. No action taken.

**8.0 Future Meetings**

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8.1                    next regular board meeting to be determined (10/13/2022  
normal schedule)

9.0    18:45    Adjournment

The meeting was adjourned at 17:31

Respectfully Submitted, Heidi Albright (Clerk)

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