

Meeting Minutes
 Roxbury Free Library
 Board of Trustees' Meeting
 October 13, 2022 at 17:00

Physical Meeting Location: Roxbury Free Library
 Virtual Meeting Location: Zoom
 Meeting link: <https://us02web.zoom.us/j/5980212288>
 Meeting ID: 598 021 2288
 Dial in Phone #: +1 646 931 3860 (US)

Present: Heidi Albright (Clerk) remote, Jeanne Beckwith (Vice Chair) remote, Ed Carney (Chair) arrived at 17:12 remote, Carl Ellis (Treasurer) arrived at 17:10 in person, Jane Pincus remote, Ryan Zajac (Library Director) in person.

Absent: None

Audience: None

1.0	17:00	Call to order
		The meeting was called to order at 17:05 by Jeanne Beckwith
2.0	17:01	Additions/Postponements of Agenda Items
		None
3.0	17:05	Consent Agenda Items
3.1		Review of minutes of 09/01/2022 meeting
		The minutes of 09/01/2022 were reviewed and accepted.
3.2		Review of Treasurer's Report
		The treasurer had nothing to highlight from the last month's accounting records. He did confirm with the board a question the Library Director had about accounting for a purchase using both grant and operating funds. But since the purchase did not involve board approval, it was not necessary. Treasurer's report was reviewed and accepted.
3.3		Review of Library Director's Report
		Ryan had received in time for tonight's meeting draft designs of the free library box options for the library exterior. The options were shared with the board and a preference existed to move forward with the location at the top of the stairs. Jeanne shared she was glad to see a group of teenagers using the new bench and RFL Wi Fi earlier in the month. Jane shared she would like to see an improvement made to the RFL website. Ryan will share

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**To be approved at the next regular board meeting
 Approved at the 11/10/2022 Meeting.*

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		with the board what options may look like if we use the Aspen app as a website option. Library Director's report was reviewed and accepted. A motion was made by Carl Ellis and seconded by Ed Carney to accept the consent agenda which include the: minutes of 09/01/2022, 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	17:25	Update on board members' term compositions and potential 2023 candidates
		The board discussed what they learned about potentially staggering terms of existing board members. Ideal candidate traits were considered and a few board members will reach out to potential candidates to run in March 2023. No action taken.
7.0		New Business
7.1	17:30	Prepare for Annual Appeal Letter drive
		The board discussed what has happened in the past and how an Annual Appeal may work this year. Ryan will share RFL success stories with Jane to incorporate into an updated letter. The draft will be ready for the 11/10/2022 meeting and mailed shortly after. No action taken.
7.2	17:45	Decisions on theme and format for annual board retreat
		The board discussed only a few potential theme options and felt without a better focus there was no sense in trying to schedule a retreat. Ed will pose a question to the Trustees

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		email listserve to try and generate inspiring ideas for the board to consider in the future. No action taken.
7.3	17:55	Plan for 2022 Celebration of Support
		The board discussed what has happened the last few years with a Celebration of Support. The general discussion led to an understanding that an event in June 2023, which included invitees from the previous two years, would make the most sense. No action taken.
7.4	18:05	Library Director evaluation (executive session)
		Ed Carney requested the Library Director to provide all members of the board a copy of the self-evaluation. Each board member will make comments individually and send those to the board chair, who will make a summary of the feedback for the board to approve and provide the Library Director at the November board meeting. No action taken.
7.5	18:20	RFL Staff contract negotiations (executive session)
		Board chair Carney requested a review of how the budget development cycle worked and how staff salaries are decided. Following that review, the board will consider all of the budget in its first draft form in November, including employee salaries.
8.0		Future Meetings
8.1	18:45	Next regular board meeting 11/10/2022
9.0	18:46	Adjournment
		The meeting was adjourned at 18:41

Respectfully Submitted, Heidi Albright (Clerk)

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