

# Agenda\_Packet\_11-10-2022

## Agenda

Roxbury Free Library

Board of Trustees' Meeting

November 10, 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)

- 1.0 17:00 Call to order
- 2.0 17:01 Additions/Postponements of Agenda Items
- 3.0 17:05 Consent Agenda Items
  - 3.1 Review of minutes of 10/13/2022 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 Prepare for Annual Appeal Letter drive
- 7.0 New Business
  - 7.1 17:45 Plans for exterior bench storage
  - 7.2 17:50 Gauge interest in pursuing holiday gift giving in Dec. 2022
  - 7.3 17:55 Summary of Library Retreat survey calls
  - 7.4 18:10 First discussion of FY24 draft budget
  - 7.5 18:40 Discussion of RFL "building use" policy and OPER-001
  - 7.6 19:00 RFL Staff evaluations and contract negotiations (executive session)
- 8.0 Future Meetings
  - 8.1 19:45 Next regular board meeting 12/08/2022  
Roxbury Planning Commission  
11/17/2022 (City center designation presentation)
- 9.0 19:46 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  
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**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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*Approved at the 00/00/202x 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
<b>4.0</b>	<b>17:15</b>	<b>Additions to Agenda</b>
		None
<b>5.0</b>	<b>17:20</b>	<b>Audience</b>
		None
<b>6.0</b>		<b>Old Business</b>
<b>6.1</b>	<b>17:25</b>	<b>Update on board members' term compositions and potential 2023 candidates</b>
		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.
<b>7.0</b>		<b>New Business</b>
<b>7.1</b>	<b>17:30</b>	<b>Prepare for Annual Appeal Letter drive</b>
		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.
<b>7.2</b>	<b>17:45</b>	<b>Decisions on theme and format for annual board retreat</b>
		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.
<b>7.3</b>	<b>17:55</b>	<b>Plan for 2022 Celebration of Support</b>
		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.
<b>7.4</b>	<b>18:05</b>	<b>Library Director evaluation (executive session)</b>
		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.
<b>7.5</b>	<b>18:20</b>	<b>RFL Staff contract negotiations (executive session)</b>
		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.
<b>8.0</b>		<b>Future Meetings</b>
<b>8.1</b>	<b>18:45</b>	<b>Next regular board meeting 11/10/2022</b>
<b>9.0</b>	<b>18:46</b>	<b>Adjournment</b>
		The meeting was adjourned at 18:41

Respectfully Submitted, Heidi Albright (Clerk)

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# Library Operations Report

## Upcoming Events and Meetings

- 11/24/2022 RFL Closed for Thanksgiving
- RFL Book Club (December TBD)
- 2<sup>nd</sup> Annual Roxbury Toy Swap (December TBD)

## October Outreach

- In October the RFL hosted 3 programs and meeting space for 0 events ( Magic show with Alyx Hilshey, RFL Book Club, and 8<sup>th</sup> Annual Roxbury Trunk or Treat). Attendance in these events included 76 adults and 57 children.
- The outreach we did in the early fall with all the educators and child-caretakers in Roxbury appears to be paying off. We have already connected some of our resources with them and are anticipating some class visits starting in November.
- I promoted RFL resources to Mary Bouchard who is hosting a crafting group in town.
- We are still in que for the roll out of the Palace App from VTDOL. But, it does appear that most things will be aligned to make the go live launch happen this month. Fingers are crossed.

## Miscellaneous

- All of the new seating we purchased with ARPA Round II monies are now setup inside the RFL.
- I have continued attending Aspen trainings that will conclude this month.
- I attended all 3 days of the Public Library Director's Summit. The professional development component focused on Asset based community development.
- As part of a new initiative, I am volunteering to serve as a mentor to a new enrollee in the VTDOL Certification program. Matches were just made recently and the program kicked off the first week of November.
- Bill Cecil started making sawdust in the last few weeks on the little free library. I gave him the board's preference for a unit that will be placed between the stairs and book return like we looked at during the Oct. board meeting. Hopefully before too long we will have the unit up and full of books (like book sale leftovers leaving our possession!).
- We did initiate the inventory and cleaning project at the end of October. We had great volunteer input but still didn't make it more than maybe a quarter of the way through the collection. The adult non-fiction shelves are nice, neat, and clean these days. Now, on to the others...
- The RFL received a request for using the RFL facility that I need a little bit of board input on (an individual using the building for personal use only). The building use

## Trustee Meeting held – November 10<sup>th</sup> 2022

### DIRECTOR'S REPORT

October 2022

policy review on tonight's agenda is related to that since we essentially don't have one. The attached policy, OPER001, is one that was in que to be deleted due to the fact that it was primarily a list of procedures, but due to a tumultuous board transition in 2018 and oversight bringing the policy back up again, it never was. So yes, we are in need of some attention to these policies and topics.

- The RFL was the site location for the water quality sampling of the water system. As far as I know, there has never been a problem with the water quality since the system was installed.
- Both RFL furnaces were cleaned and serviced in October before the heating season.
- RFL COVID-19 Review
  - At the time of the October board meeting we are still requiring mask use by unvaccinated individuals only.

### RFL Service description

- October 2022 feedback from a patron: *Awwww this makes me so happy!!! Thank you so so much for renewing my card! Gosh I can't even begin to tell you how much your little library means to me and how lucky I felt to be within walking distance that summer. It is a special place indeed! I have since returned to my roots in Georgia and living in Atlanta. The Fall leaves just peaked here and it was stunning! Below is a photo of my dog and me at one of state parks up in the mountains.*

### Volunteers providing service in the last month

Tom Frazier		Carol Edwards		Rich Smith		Sally Kirn
Tracy Fuller		Luke Fuller		Boo Smith		Rich Kirn
Michael Fuller		Devin Fuller		Bill Cecil		

# October by the numbers Roxbury Free Library

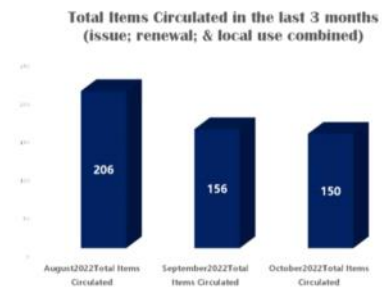
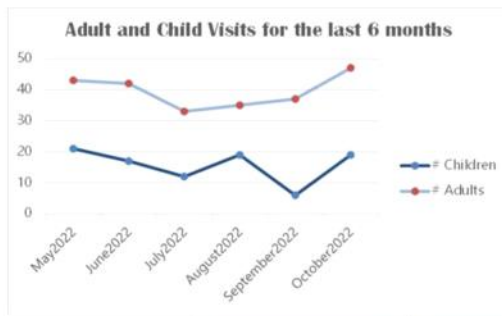
We picked up almost one new patron a week last month (3 total). Those individuals include brand new community members, sort of new community members, and old-timers new to the RFL. October & September 2022 saw the highest amount of WIFI traffic we have records for, 870.99 mb and 604.1 mb of data usage, respectively.

# 66 visits

0.82 visitors per hour open

**↑ 54%**  
since September

## Summary Statistics of RFL



  
**8,369**  
items  
in the collection

**?**  
16  
reference  
questions  
answered



**50** e-content  
accessed

**ILL**  
8 → RFL → 1

**www.roxburyfreelibrary.org**  
was visited ~169 times in October



**0** Passes checked out

**+ 3**

Registered new patrons



**383** active patrons.

**102** Registered users of LUV



**1** Computer Users  
**241** Wi Fi clients



ID	Title	Frequency	Last Revision
OPER-001	Policies related to Service, General Operations, and Revision of Policy	Annually	07-01-2013

## Roxbury Free Library Policies related to Service, General Operations, and Revision of Policy.

### I. Service Philosophy and Policy

#### *Mission Statement:*

*Roxbury Free Library shall provide quality service to residents of Roxbury and others, in an open and nonjudgemental environment with free access to a variety of library resources and public programs for lifelong learning and personal enrichment.*

The Library is a municipal library. It seeks to identify community needs, to provide programs or services to meet those needs, and to cooperate with other organizations which can provide programs or services to meet community needs. The Library conducts periodic review and evaluation of the services it offers.

The Library provides equal opportunity and encouragement for continuing education and self realization for all members of the surrounding community of all ages. It adheres to the Code of Ethics of the American Library Association, and endeavors to meet the Standards set by the Vermont Department of Libraries.

### II. General Operation of the Library

A. The Roxbury Free Library will be available free of charge to all residents of the town of Roxbury, including seasonal residents. It will also be available to residents of neighboring communities. Service will not be denied or abridged because of sex, race, religion, color, sexual orientation, place or birth, ancestry, physical or mental condition, political views or national origin.

The use of the library or its services may be abridged or denied by the Library Director for due cause. Such cause may include destruction of library property, disturbance or harassment of other patrons or any objectionable conduct on the library premises.

B. The Roxbury Free Library welcomes children of all ages to use the library in the hope that they will grow to love books and enjoy libraries throughout their lives. The following policy is in place to protect the children who enjoy the library, to provide for the general

welfare of the library patrons and to prevent undue disruption of normal library procedures.

Parents or legal guardians are always responsible for the safety and well-being of their children. Parents or legal guardians assume all responsibility for damage done to the Library by their children; this includes damage to materials, computers, furnishings and the facility itself.

Children under the age of eight (8) shall at all times be attended and adequately supervised by a responsible adult. Children over the age of eight (8) may use the Library unattended provided that they adhere to the library's rules and policies.

When a child is unattended at the library, parents need to remember that the library and its staff cannot take responsibility for the care and behavior of each individual child. Furthermore, the Library is not responsible for enforcing the restrictions a parent deems appropriate in terms of the materials the child may access.

C. Animals are not permitted in the Library during hours of operation with the following exceptions: 1. the animal is trained and used to assist a physically or mentally challenged person, or 2. the animal is part of a library program.

D. The Library will be open at hours convenient to the community within the constraints of the annual budget. The Library is closed on the following holidays:

New Year's Day, Town Meeting Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve Day, and Christmas Day

In addition, the Library Director will determine, in consultation with the Board of Trustees, what hours the Library will be open on the days preceding or following holidays.

E. Library patrons will fill out a registration card and be given an identifying number.

F. Library books and audio tapes/CD's may be borrowed for a period of three weeks, renewable for another three week period unless on request by another patron. Videos and DVD's may be borrowed for a period of one week. Materials may be renewed by telephone.

If materials are held past the due date, the Library Director or staff will make one phone call to remind the patron that his book, etc is overdue. There are not daily overdue fines. Borrowers will be charged the replacement cost of materials lost or damaged beyond repair.

Borrowing privileges may be curtailed if materials are not returned or replaced.

G. The Library charges for the use of the copy machine.

H. Roxbury Free Library is available for group meetings, free of charge, on a first-come, first served basis. Space reservation for the use of the Library must be made with the Library Director. All groups are required to leave the meeting area in a neat, clean and orderly condition. A vacuum cleaner is available for use. Refreshments are allowed in the meeting, as well as use of the kitchen sink area. Use of the Library's meeting room does not imply endorsement of the event or its sponsor by the Roxbury Free Library.

i. The two bulletin boards located at the Library may be used by community members.

J. Art and craft exhibits shall be encouraged but displayed at owner's risk.

K. The Library is governed by a board of five (5) trustees. Trustees are elected to three (3) year staggered terms during the annual Town Meeting. Trustees hold monthly meetings and observe Vermont's open meeting law (1 V.S.A., Sec 312). As dictated by Vermont Statutes, the Trustees are responsible for all areas of the library (22 V.S.A., Sec 143). The Trustees will submit an annual budget to the Roxbury Select Board to be approved at the annual Town Meeting. Following Town approval, the Board of Trustees will manage those monies, with bills paid through the town's accounting software out of the Roxbury Free Library fund. The Board of Trustees has final authority on all matters of policy.

L. The Trustees hire a Library Director to carry out policy and the operations of the library. The Library Director is responsible for staffing and supervision of the library.

M. Roxbury Free Library shall cooperate with schools, community organizations and other libraries to strengthen the services and resources of the library.

N. Roxbury Free Library shall make every reasonable and responsible effort to see that information about patrons and their choices of books and materials remains confidential. The Library does not identify the names of library users with any specific material. To ensure the relationship with our users is strictly confidential a numerical identification system is used. In accordance with VT Statute 1 V.S.A., Sec. 137, nothing shall be made available to any agency of the government, whether State, Federal or Local unless we are compelled to do so under due process of the law, and the Library will resist such encroachment of the Library's powers until a ruling has been made in a court of competent jurisdiction.

### III. RFL Policy Revision

All Library policies should be reviewed once a year by the Board of Trustees and may be revised by the Trustees as time and circumstances require.

Created by RFL Trustees on \_\_\_\_\_

Signatures:

Revisions:

# Building Use Policy Examples

Wednesday, November 2, 2022 9:23 AM

## Warren Library

### 1. Use of library space:

1. The library is available for occasional meetings of local civic, educational or cultural groups. Application for the use of the space should be made to the library director. Any group using the library will be responsible for cleaning up after the meeting, including removing trash, and will be out of the library by 11 p.m. All meetings or programs must be free, non-profit, and open to the public. Scheduling of the library space is at the discretion of the library director.
2. Publicity and exhibits by organizations such as those described above may be displayed in the library with the permission of the Library Director.

## Kimball (excerpt from a larger policy)

### **Meeting space**

Local non-profit groups may use the Library's meeting spaces free of charge. All meetings must be free and open to the public.

Brown and Brookfield library related policies I couldn't find online.





## Meeting Room Use Policy

Effective Date: October 21, 2020

### I. POLICY OVERVIEW/DESCRIPTION

The Kellogg-Hubbard Library offers use of its meeting rooms and other identified spaces by community groups and individuals for non-commercial, non-profit use, pursuant to its mission to foster life-long learning and enrich the lives of our community members with free and equal access to information.

The Kellogg-Hubbard Library has 2 meeting rooms available for public use during the Library's open hours; the East Montpelier room, and the Hayes room. These rooms are available with the following limitations:

- The East Montpelier Room has a 50-person maximum.
- The Hayes Room has a 75-person maximum.
- At least 3 people must be expected to attend in order to reserve a meeting room.

Other spaces within the library may occasionally be used for special events with the advance written approval of library administrators, as long as such use does not infringe upon the regular operating hours and use of the building as a library. Use of any library space is subject to the same policies and procedures governing regular meeting room use. Special or unusual uses may be subject to additional fees.

### II. GENERAL RULES

The Kellogg-Hubbard Library does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Reservations are on a first come, first served basis. Reservations are generally not accepted more than six weeks in advance of a meeting. To ensure access for all members of the community, the Library generally will not allow regular weekly meetings by a single group or individual for an extended period.

The contact person for a meeting room must give a valid name (and any preferred iterations thereof) and valid contact information. Contact information will be available to the public upon request. No group or individual may assign its reservation to another group or individual.

Groups using the rooms may not charge for admission or request donations, nor may they sell or raffle goods or services. With advance permission of Library administrators, meeting organizers may charge a fee to cover the cost of materials.

Rental fees are on a sliding scale, based on the group's budget.

Reservations must include set-up and clean-up times by the group.

Light refreshments may be served in the meeting rooms. The Library does not provide supplies for refreshments. No alcoholic beverages are permitted without the approval of library administrators and the group must provide confirmation of appropriate licensing and insurance.

No provision can be made for the storage of equipment and supplies to be used by anyone using the meeting rooms.

Special arrangements must be made in advance to use the Library's audio-visual equipment (minimum 7 days).

The Library does not have parking facilities for those attending a meeting.

### **III. RESTRICTIONS**

The Library does not assume any responsibility or liability for loss, damage or injury to any person or property occurring as a result of the activities of any person using the meeting rooms. The party scheduling the meeting room shall be responsible for any injury to any participant and for any damage caused by any participant to the Library or other person.

Use of the meeting rooms does not constitute Library endorsement of the viewpoints expressed by participants in the programs. Publicity for an event that is not sponsored by the Kellogg-Hubbard Library must not be worded in a manner that would imply Library sponsorship of the group's activities.

The name, address, and/or telephone number of the Library must not be used as the official address or headquarters of an organization.

All participants are required to follow all Library rules or policies and to engage in no illegal activity on Library grounds. Library staff may ask any individual to leave the premises for any failure to abide by this policy. Library administrators or their designees have the power to

terminate any meeting or event disruptive to Library operations or incompatible with Library uses.

In the event that a group or individual is dissatisfied with an administrative decision pertaining to meeting room or other library use, an appeal can be made to the Executive Committee of the Board of Trustees.

#### IV. RELATED DOCUMENTS

Library administrators are authorized to set procedures for use of Library meeting rooms and spaces, including sliding-scale fees. Groups and individuals using Library spaces must refer to, and abide by the supplementary documents below.

1. KHL Meeting Rooms Reservation Form
2. Information for Groups using KHL Meeting Space
3. Using Hayes Room A/V Equipment
4. INSTRUCTIONS FOR GROUPS USING THE HAYES ROOM,
5. INSTRUCTIONS FOR GROUPS USING THE EAST MONTPELIER ROOM
6. Using Hayes Room A/V Equipment

#### V. REVISION HISTORY

This policy supersedes any Library policies and practices in existence prior to its effective date.

Date	Revision #	Modification
2020-10-21	1.0	Policy written and approved by the KHL Board of Trustees.