

Meeting Minutes
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)

Present: Heidi Albright (Clerk, attended remotely), Jeanne Beckwith (Vice Chair, attended remotely), Ed Carney (Chair), Carl Ellis (Treasurer) arrived at 17:40, Jane Pincus (attended remotely), Ryan Zajac (Library Director)

Absent: None

Audience: None

- 1.0** 17:00 **Call to order**
The meeting was called to order at 17:03
- 2.0** 17:01 **Additions/Postponements of Agenda Items**
None
- 3.0** 17:05 **Consent Agenda Items**
 - 3.1** **Review of minutes of 10/13/2022 meeting**
The minutes of were reviewed and accepted.
 - 3.2** **Review of Treasurer's Report**
The report was postponed until Carl arrived at 17:40. Treasurer's report was subsequently reviewed and accepted.
 - 3.3** **Review of Library Director's Report**
The library director shared the highlights from a busy October at the RFL. Visitation was up and programs were a success for attendance. Ryan indicated the Palace and Aspen online tools will likely be patron ready by the end of the month. The VT Public Library Director's Summit was last month and focused on Assets Based Community Development. Library Director's report was reviewed and accepted. After the Treasurer's report was reviewed, a motion was made by Heidi Albright and seconded by Jane Pincus to accept the consent agenda which include the: minutes of 10/13/2022, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no.
Approved

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.*

Approved at the 12/08/2022 Meeting.

Meeting Minutes
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)

4.0 17:15 Additions to Agenda

None

5.0 17:20 Audience

None

6.0 Old Business

6.1 17:25 Prepare for Annual Appeal Letter drive

The board discussed the logistics of the Appeal letter from the last couple of years and the draft that Jane had prepared for this year. The board liked the idea of sending a note of gratitude to existing patrons and a separate appeal of support to the usual donor list, plus some of the newer residents in Roxbury. The goal will be to have the Appeal letter out first. No action taken.

7.0 New Business

7.1 17:45 Plans for exterior bench storage

The board discussed what Ed had learned about options for storing the exterior bench at the community center. It will go either into the new bathroom area or possibly into the main hall for seating at other meetings. No action taken.

7.2 17:50 Gauge interest in pursuing holiday gift giving in Dec. 2022

The board discussed what they have done in the past. Since there was interest in pursuing the tradition again this year, Ryan will reach out to Tina at RVS to try and arrange the specifics. No action taken.

7.3 17:55 Summary of Library Retreat survey calls

Ed shared with the board the feedback he received when he reached out to other VT libraries about retreat themes. He found no other library board that hosted an annual retreat (one did have an annual barbecue for the board). All the libraries he talked to hosted at least one book sale if not an ongoing book sale. Fundraising was universal but quite

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.*

Approved at the 12/08/2022 Meeting.

Meeting Minutes
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)

varied in the amounts and formats of their endeavors. No action taken.

7.4 18:10 First discussion of FY24 draft budget

The Library Director shared the big points for the FY24 budget work (inflation, savings on fuel and insurance in FY22, expected increases in RFL service-contracts, etc...). In general, the proposed budget is largely level-funded with no pressing demands predicted to necessitate any substantive changes from the FY23 budget. Ryan will share a consolidated budget summary with the board. The board discussed the FY24 and will vote on the approved budget at the normal December board meeting. No action taken.

7.5 18:40 Discussion of RFL "building use" policy and OPER-001

Ryan shared a review of the request that was recently posed to the RFL to use it for a private workspace. The agenda-packet included examples of the language other boards have adopted to guide use of their facilities and the old policy the RFL still has on the books. The board discussed the request and the examples. Agreement was found in the discussion that revolved around any non-RFL sponsored meetings or events including a component of public availability or invitation for approval to use the RFL. The intention is not to create private meetings inside the RFL. Ed indicated a proposal to work on incorporating language similar to what the Warren library has into our policies. No action taken.

7.6 19:00 RFL Staff evaluations and contract negotiations (executive session)

A motion was made by Jeanne Beckwith and seconded by Heidi Albright to enter into executive session at 18:30 to discuss personnel evaluations and employment contracts.

Vote: 5 yes, 0 abstentions, 0 no. Approved

After a motion was duly made and seconded, the board exited executive session and returned to open session at

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.*

Approved at the 12/08/2022 Meeting.

Meeting Minutes
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)

18:50. Vote: 5 yes, 0 abstentions, 0 no. Approved. No action taken upon return to open 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

A motion was made by Jane Pincus and seconded by Heidi Albright to adjourn the meeting. Vote: 5 yes, 0 abstentions, 0 no. Approved. The meeting was adjourned at 18:52.

Respectfully Submitted, Heidi Albright (Clerk)