

Agenda

Roxbury Free Library
Board of Trustees' Meeting
December 08, 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 11/10/2022 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 Patron postcard initiative
 - Plans for holiday gift giving in Dec. 2022
 - General discussion about RFL building use
 - Work plan for OPER Policy update
- 7.0 New Business
 - 7.1 17:45 Finalize and approve FY24 draft budget
 - 7.2 17:50 RFL Staff evaluations and contract negotiations (executive session, if necessary)
- 8.0 Future Meetings
 - 8.1 19:45 Next regular board meeting 01/12/2023
01/30/2023 Deadline for submitting names for Town Meeting 2023 elections
- 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
November 10, 2022 at 17:00

Physical Meeting Location: Roxbury Free Library
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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

4.0 17:15 Additions to Agenda

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

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

8.0 Future Meetings

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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)

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Library Operations Report

Upcoming Events and Meetings

- 12/24/2022 and 12/31/2022 RFL Closed for Christmas and New Years
- RFL Book Club (December 12th)
- 2nd Annual Roxbury Toy Swap (December 10th)
- Holiday Crafting for Kids (December 17th)
- RFL Digital Platform Open House (January 17th)

November Outreach

- In November the RFL hosted 1 programs and meeting space for 0 events (RVS Classroom visit). Attendance in these events included 2 adults and 8 children.
- We initiated the process to get the January 2023 issue of the Newsy prepared.
- The Aspen portal is now up and functional as the interface for the RFL catalogs. (Aspen integrates the different collection sources and pulls them into a single interface for patrons, and staff). We haven't done much to customize the interface, but over the next few months as we hear more from patrons on their experiences we'll be able to gauge more how to better position the tool to benefit our patrons.

Miscellaneous

- Ed and I attended the ACCD presentation on the Village Center designation granting opportunities. The grants presented are not available to a municipality, but there are some other potential grant options that will be presented to the Selectboard in January or February 2023 that may be applicable to the RFL.
- I have been meeting with Caitlyn biweekly for some professional development work.
- 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

- In November 2022 we helped a community member file to receive emergency heating assistance before the forthcoming winter (the paperwork was related to a furnace replacement in their house).

Volunteers providing service in the last month

Bill Cecil

November by the numbers Roxbury Free Library

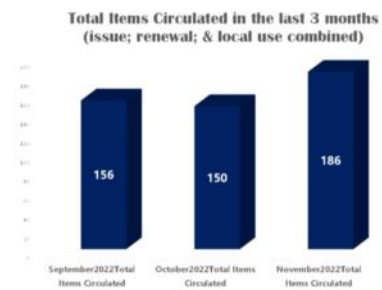
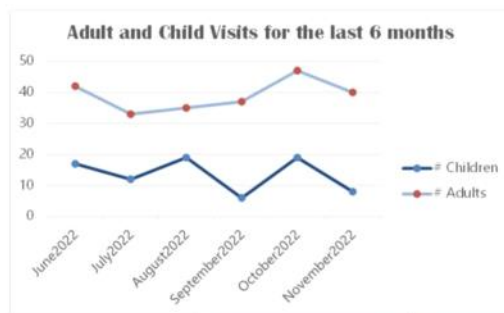
I highlighted our number of new patrons in October, only to have that number eclipsed in November. We picked up more the 3 times as many in November (10 total). The ability to get most of the Kindergarten class into the library accounted for 8 of those 10 new patrons. Though our visitation was a little lower, we've seen a steady rise in circulation which is a good trend.

48 visits

0.59 visitors per hour open

↓ 27%
since October

Summary Statistics of RFL




8,364
items
in the collection

?
12
reference
questions
answered



38 e-content
accessed

www.roxburyfreelibrary.org
was visited ~99 times in November

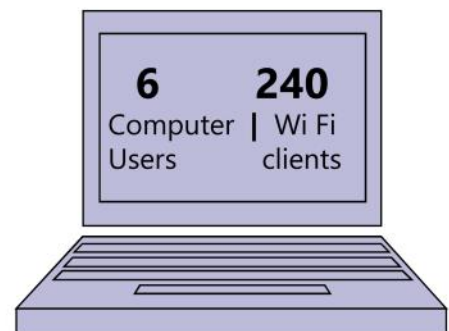
ILL
3 → RFL → 2



0 Passes checked out
+10
Registered new patrons



393 active patrons.
103 Registered users of LUV



Warren Library Building Use Policy Language

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.