

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)

Meeting Minutes

Present: Heidi Albright (Clerk) attended remotely, Jeanne Beckwith (Vice Chair) attended remotely, Ed Carney (Chair), Carl Ellis (Treasurer), 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 17:02
- 2.0** 17:01 Additions/Postponements of Agenda Items
Heidi Albright suggested taking a few minutes to talk about the community center and RFL website.
- 3.0** 17:05 Consent Agenda Items
 - 3.1** Review of minutes of 11/10/2022 meeting
The minutes of 11/10/2022 were reviewed and accepted. Ed Carney had asked about including a specific detail from the previous meeting, but since the information is already in the director's report in the agenda packet for November there was no need.
 - 3.2** Review of Treasurer's Report
Carl Ellis provided hardcopies of the last month's financial reports and declared the month largely uneventful in terms of finances. Treasurer's report was reviewed and accepted.
 - 3.3** Review of Library Director's Report
Ryan Zajac shared a brief update regarding the construction of the free lending library (a little more paint and then installing it is all that remains to be done). Following a question from Ed Carney, there was a general discussion about visitation, digital collections, reference services, and how usage metrics are measured. Library Director's report

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**To be approved at the next regular board meeting
Approved at the 01/12/2023 Meeting.*

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was reviewed and accepted. A motion was made by Heidi Albright and seconded by Carl Ellis to accept the consent agenda which include the: minutes of 11/10/2022, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved

4.0 17:15 **Additions to Agenda**

Heidi Albright mentioned that she and Jane had cleaned up some of the old senior group belongings at the Community Center. They moved the old book spinner rack up into the storage area. Heidi mentioned the RFL website may be a good retreat topic.

5.0 17:20 **Audience**

None

6.0 **Old Business**

6.1 17:25 **Patron postcard initiative**

The board discussed what had happened with the Appeal letter and the general plan for a note of gratitude going out. Everyone expressed thanks to Jane for all the work she did preparing and mailing the Appeal letter. After a brief discussion about mailing lists, the suggestion had been to send a postcard to as many patrons as we can reach. There will be no additional names added to the fundraising list this year. Ryan Zajac will get estimated prices and a mailing list for the postcard mailing before the January board meeting. Heidi Albright will update the dates and language around the visitor postcard drawing. No action taken.

6.2 17:40 **Plans for holiday gift giving in Dec. 2022**

The board discussed the list of items Tina had shared from a family seeking help with holiday gifts. Ed will deliver the contents at 12:00 on the 19th. Board members are at their discretion to shop for the items and have them wrapped and dropped at the RFL the morning of the 19th. No action taken.

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6.3 17:50 General discussion about RFL building Use

The board discussed the observation Ed Carney posed about the Selectboard's building use policy and insurance requirements. The Library Director shared a few points regarding the interplay of that policy, state statute, and an RFL updated RFL policy. The board will move forward drafting an updated building use policy using the Warren Public Library as a template. No action taken.

6.4 18:05 Work plan for OPER Policy update

The board discussed how to constructively update this policy. The Library Director will divide the policy into 5 sections and alphabetically assign each session to a board member to work on before the next meeting. No action taken.

7.0 New Business

7.1 18:15 Finalize and approve FY24 draft budget

Carl Ellis proposed the board discuss this agenda item out of order, after the executive session related to personnel matters. Seeing no objection, 7.1 was postponed until after the executive session.

7.2 18:45 RFL Staff evaluations and contract negotiations (executive session, if necessary)

A motion was made by Carl Ellis and seconded by Heidi Albright to enter into executive session at 17:45 to discuss a personnel matter. Vote: 5 yes, 0 abstentions, 0 no. Approved. A motion was made by Heidi Albright and seconded by Jeanne Beckwith to exit executive session and return to open session at 17:55. Vote: 5 yes, 0 abstentions, 0 no. Approved. Upon return to open session the board discussed the proposed FY24 budget. Carl mentioned the benefit of pursuing language in next year's Town Meeting

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Warning that would give the RFL the capacity to save funds across years for expected depreciations without needing to ask for relatively large changes in the budget across years (i.e. replacing library computers etc...). A motion was made by Jane Pincus and seconded by Jeanne Beckwith to approve warning an RFL FY24 operating budget totaling \$34,696 with \$32,850 in town allocations. Carl will explore how to move forward with the options to save funds across years, but still retain the Selectboard's language related to clawing back any unexpended operating funds each fiscal year. Vote: 5 yes, 0 abstentions, 0 no. Approved.

8.0 Future Meetings

8.1 19:00 Next regular board meeting 01/12/2023
01/30/2023 Deadline for submitting
names for Town Meeting 2023 elections

9.0 19:05 Adjournment

In a motion duly made and warned ... The meeting was adjourned at 18:20

Respectfully Submitted, Heidi Albright (Clerk)

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