

Agenda

Roxbury Free Library

Board of Trustees' Meeting

January 12, 2023 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 12/08/2022 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
 - Policy Oper 003 Updates, if any
- 7.0 New Business
 - 7.1 18:15 Discussion of wi fi access at the RFL.
 - Discussion of Town meeting 2023 plans (in-person)
- 8.0 Future Meetings
 - 8.1 19:00 Next regular board meeting 02/09/2023
 - 01/30/2023 Deadline for submitting names for Town Meeting 2023 elections
- 9.0 19:05 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.*

Agenda

Roxbury Free Library
Board of Trustees' Meeting
December 08, 2022 at 17:00

Physical Meeting Location: Roxbury Free Library

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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 00/00/202x 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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Library Operations Report

Upcoming Events and Meetings

- RFL Book Club (January 16th)
- RFL Digital Platform Open House (January 17th)
- Travelling Planetarium (February 11th)
- No dates yet, but we are in conversation with The Central Vermont Council on Aging and Curtiss Reed Jr. about programs for some time in February (respectively topics include preventing phone/internet scams and a primer on race and diversity issues in Vermont).

December Outreach

- In December the RFL hosted 2 programs and meeting space for 0 events (Adult Book Club, and 2nd Annual Roxbury Toy Swap). Unfortunately, the Holiday Crafting Program on Dec. 17th 2022 had to be cancelled due to lack of electricity at the RFL. Attendance in these events included 16 adults and 2 children.
- The January 2023 issue of the Newsy was prepared.
- I am meeting with a website developer on January 19th to identify paths forward for the RFL website.

Miscellaneous

- I attended the VTDOL Small and Rural library roundtable on Dec. 16th. At the meeting I had inquired into other libraries' wi fi practices to refresh my memory as the discussions about limiting wi fi access in Roxbury circulate. That topic became the central conversation of our roundtable. In short, our current practices are representative of other libraries across the state.
- The RFL was unexpectedly closed on Dec. 17th 2022 as a result of no electricity in the building.
- At the beginning of 2023 the free lending library is ready to go up on the outside of the building. We have to make one final decision on mounting it, and then hopefully our schedules will align to get it installed soon.
- RFL COVID-19 Review
 - At the time of the January board meeting we are still requiring mask use by unvaccinated individuals only.

RFL Service description

- Comment from a 2022 Toy Swap return shopper: "I don't see my grandkids all that much, so I don't have a lot of toys at my house. But I got a big bin of legos at the Toy Swap last year and every time the grandkids do show up those legos are out and being enjoyed."

Trustee Meeting held – January 12th 2023

DIRECTOR'S REPORT

December 2022

Volunteers providing service in the last month

Bill Cecil, and the Fuller family.

December by the numbers Roxbury Free Library

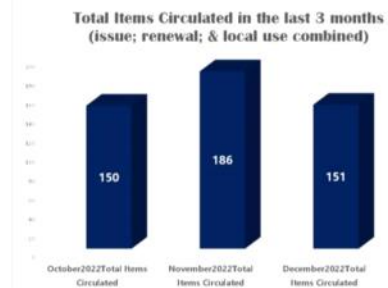
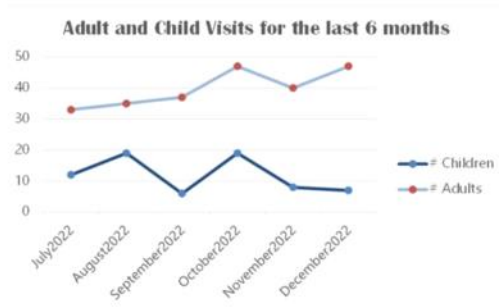
Though the numbers are nothing to be too excited about, it was nice to see that December was busier than November. Especially since in most years December is the slowest month we have for visitation. Though it is driven by specific patrons, we have seen more consistent use of our library computers than we have for several years.

54 visits

0.79 visitors per hour open

↑ 13%
since November

Summary Statistics of RFL




8,375
items
in the collection

?
9
reference
questions
answered



57 e-content
accessed

ILL
5 → RFL → 2

www.roxburyfreelibrary.org
was visited ~146 times in December



0 Passes checked out

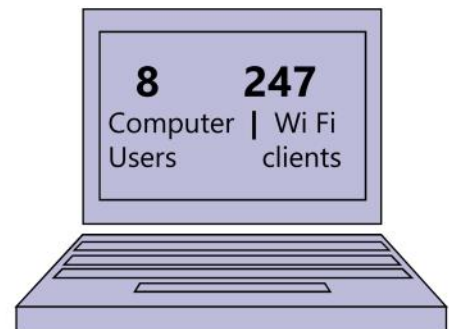
+ 1

Registered new patrons



394 active patrons.

103 Registered users of LUV



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

Commented [S1]: Heidi

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.

Commented [S2]: Jeanne

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.

Commented [S3]: Ed

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.

Commented [S4]: Jane

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.

Commented [S5]: Everyone

Created by RFL Trustees on _____

ID	Title	Frequency	Last Revision
COLL-003	Internet and Computer Acceptable Usage Policy	Annually	07-01-2013

Roxbury Free Library Internet and Computer Acceptable Usage Policy

*Roxbury Free Library Mission Statement:

Roxbury Free Library (RFL) shall provide quality service to residents of Roxbury and others, in an open and non-judgmental environment, with free access to a variety of library resources and public programs for life-long learning and personal enrichment.

The Roxbury Free Library subscribes and adheres to the Library Bill of Rights.

*Internet Access:

The Internet, a world-wide network of computer networks, is an essential medium for obtaining and transmitting information of all types. Public access to the Internet is part of RFL's mission. The quality, accuracy and timeliness of information on the Internet varies from site to site, and sites may be controversial or of a mature nature. RFL does not monitor, has no control over, and does not accept responsibility for material on the Internet. The user, or the parent or guardian of a minor user, is responsible for his or her Internet session at all times.

*DISCLAIMER: Users access RFL computer hardware, software, and documentation at their own risk. RFL is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data etc. or electronic transactions of any type which are related to the public use of RFL computer resources. The internet is an unregulated medium which, in addition to providing information that is personally, professionally, and culturally enriching also enables access to material that is illegal and to materials that some find offensive. At their own discretion, library users access the Internet and are responsible for the results of their searches. Access to the library's computer network and Internet is a privilege and not a right.

*Access by Minors:

RFL does not act in loco parentis (in place of the parent) and does not restrict Internet access based on the age of the user. Parents and guardians are responsible for

supervising their children's Internet sessions and for letting their children know if there are materials children should not use or view.

For further information and guidance, parents are asked to refer to "Child Safety on the Information Highway" available through the national Center for Missing and Exploited Children at

http://www.netismartz.org/pdf/Child_Safety_on_the_Information_Highway.pdf

*Responsibilities of Library Staff and Users:

- RFL does not and will not monitor a user's Internet use, except for the length of use in order to ensure equal opportunity access for everyone. Again, **the user, or the parent or guardian of a minor user, is responsible for his or her Internet session at all times.**
- RFL requires computer users to respect the rights and sensibilities of all library users. RFL reserves the right to terminate an Internet session that disrupts Library services or that involves user behavior that violates the Library's policies.
- RFL does not employ Internet filtering software. It is the responsibility of the individual user to select appropriate sites for his/her own use.
- Among the uses that are considered unacceptable and which constitutes a violation of this policy are:
 - Harassment, bullying or threats against others or violation of their privacy
 - Libeling, slandering or maliciously offending other users
 - Violation of copyright laws or software licensing agreements
 - Attempting to crash, degrade performance or gain unauthorized access to RFL's or to other computer systems and networks
 - Damaging equipment, software or data belonging to RFL or other users, including through the installation of any software.

*Confidentiality of Library Records

- In accordance with 1 V.S.A. 317 (c)(19), the following are exempt from public inspection and copying--records relating to the identity of Library patrons or the identity of Library patrons in regard to the circulation of library materials. Due to the confidentiality of Library records, RFL does not reveal information about an individual's Internet use unless compelled to do so under due process of law.

*Wireless Internet Access

- RFL offers free wireless Internet access. The Library's wireless network is unfiltered. By choosing this free service you agree to abide by the Library's Internet Policy.

Failure to comply with this policy and its procedures may result in the forfeiture of Library Internet or general Library privileges.

RFL will develop such rules and procedures as are necessary to ensure the fair and reasonable use of Internet access, such as:

- You must sign in and out if you wish to use a public access computer station.
 - Signing in to use a computer station implies that the user agrees to comply with with Library's Internet and Computer Use Policy.
 - You may use the computer station for at least 30 minutes; longer if no one is waiting, but for a maximum of 1 hour per day.
 - If other patrons are waiting to use a computer station, those whose session have been the longest (30 minutes or more) will be asked to surrender their stations to the patrons who are waiting.
 - No food or drink is permitted at the computer stations.
 - There is a fee for printouts--for current rates please ask RFL staff.
-

Date of adoption 07-01-13

Record of Adoption

Approved	3
Abstentions	0
Opposed	0