

Agenda

Roxbury Free Library
Board of Trustees' Meeting
March 9, 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
- 1.1 Appoint Board Officers
- 2.0 17:01 Additions/Postponements of Agenda Items
- 3.0 17:05 Consent Agenda Items
 - 3.1 Review of minutes of 03/09/2023 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 None
- 7.0 New Business
 - 7.1 17:25 Confirm board member contact preferences.
 - 7.2 17:30 Designate 2023 board meeting warning locations
 - 7.3 17:40 Determine 2023 board meeting calendar
- 8.0 Future Meetings
 - 8.1 17:45 Next regular board meeting 04/13/2023
- 9.0 17:50 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
February 9, 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)

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

Absent: None

Audience: None

- 1.0 17:00 Call to order**
The meeting was called to order at 17:08
- 2.0 17:01 Additions/Postponements of Agenda Items**
None
- 3.0 17:05 Consent Agenda Items**
- 3.1 Review of minutes of 01/12/2023 meeting**
The minutes of 01/12/2023 were reviewed and accepted.
- 3.2 Review of Treasurer's Report**
The Treasurer shared a hard-copy of the last month's account balances and summarized that nothing of note has occurred with RFL finances since the last board meeting. Treasurer's report was reviewed and accepted.
- 3.3 Review of Library Director's Report**
The Library Director shared a few more notes about the RFL website overhaul (they aim to improve event announcements and explore possibly posting community events). Library Director's report was reviewed and accepted. A motion was made by Heidi Albright and seconded by Jane Pincus to accept the consent agenda which include the: minutes of 01/12/2023, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved
- 4.0 17:15 Additions to Agenda**
None
- 5.0 17:20 Audience**

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.*

**To be approved at the next regular board meeting
Approved at the 00/00/202x Meeting.*

Meeting Minutes
Roxbury Free Library
Board of Trustees' Meeting
February 9, 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)

None

6.0 Old Business

6.1 17:25 Patron postcard drawing and prize

The board discussed possible prizes for the drawing on Town Meeting. A gallon of maple syrup and a \$50 gift card to Bear Pond Books will be the two options for the winner to select from. Which ever prize is not selected will be included in the general fundraiser raffle which will start on Town Meeting. The Library Director shared that some postcards have been coming in from local community members, but no patrons from out of town yet. No action taken.

7.0 New Business

7.1 18:15 Discussion of Raffle Fundraiser.

The board discussed potential options for a 2023 Fundraiser raffle. The general plan is to begin the ticket sales at Town Meeting and draw a winner on the 4th of July. The initial round of potential prizes includes: Beef from Steve Twombly (Heidi), Frazier's Greenhouse gift card (Jeanne), round of golf at the Northfield Country Club (Ed), and a Katie's Jewels gift card (Jane). No action taken.

7.2 18:30 Discussion of Town meeting 2023 plans (in-person)

Ed confirmed that the RFL budget will be voted on the floor of Town Meeting, just like in years past. So, there will be no need for an informational meeting before the vote like the last two years. No action taken.

8.0 Future Meetings

8.1 18:45 Next regular board meeting 03/09/2023

9.0 18:50 Adjournment

A motion was made by Heidi Albright and seconded by Jeanne Beckwith to adjourn the meeting. Vote: 5 yes, 0 abstentions, 0 no. Approved. The meeting was adjourned at 18:10

Respectfully Submitted, Heidi Albright (Clerk)

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.*

**To be approved at the next regular board meeting*

Approved at the 00/00/202x Meeting.

Trustee Meeting held – March 9th 2023

DIRECTOR'S REPORT

February 2023

Library Operations Report

Upcoming Events and Meetings

- Curtiss Reed Jr. (March 16th)
- Book reading with Jim Rogler (March 18th)
- RFL Book Club (March 20th)

February Outreach

- In February the RFL hosted 3 programs and meeting space for 0 events (Adult Book Club, Planetarium Show, and CVCOA Online Protection program.). Attendance in these events included 29 adults and 12 children.
- The website overhaul will be a priority over the remainder of March. To date, we have a mobile ready design that the focus group seems to be largely happy with. We will be finalizing the organizational structure of site content, and then we'll get into the aesthetic components for the final product. The designer we've worked with has been great, and the feedback we got from the focus group should help us put together a good update to the existing site.
- In February we delivered 15 books to patrons in their homes.

Miscellaneous

- Caitlyn concluded the course in cataloging sponsored by the VTDOL she had been taking.
- I will be preparing and submitting our Annual Report to the VTDOL this month. We normally submit it in the fall, but VTDOL staff postponed it this year.
- I don't have any updates on any of the steps we've pursued regarding the community support network. Susan D'Amico and I have been waiting on maps from the regional planning commission, and a meeting with the Norwich Univ. community outreach coordinator was postponed from a late Feb. date.
- RFL COVID-19 Review
 - Assuming nothing changes in terms of recommendations from the State or Federal governments, and that the RFL board is not looking for more information, I will likely conclude providing monthly COVID operational updates since for the last 6 months we have not had any real changes to how we're operating.

RFL Service description

- "Wow, that's so cool you're helping them find all these resources. I know librarians do way more than just check in and out books, but I forget all the support services you offer." Secretary at the VT Dept. of Ag. in conversation while researching options to help a community member find resources.

Volunteers providing service in the last month

Fuller family.

February by the numbers Roxbury Free Library

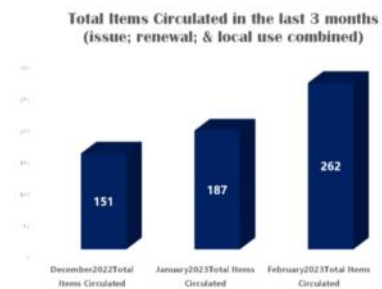
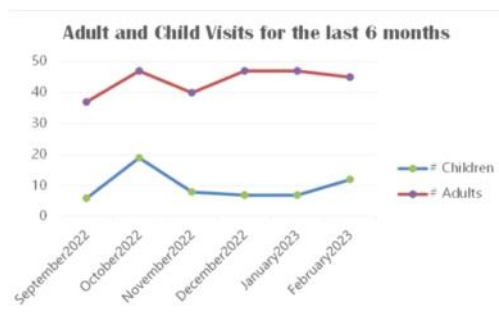
The only consequential observation I have from this month's numbers is the solid bump in circulation of physical items in February 2023. I think the spike might have been attributed to the school break and others filling up their vacation time with books.

57 visits

0.74 visitors per hour open

↑ 6%
since January

Summary Statistics of RFL




8,423
items
in the collection

?
9
reference
questions
answered



61 e-content
accessed

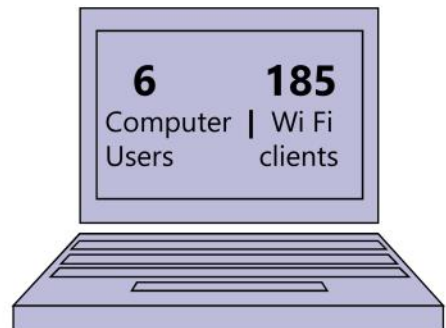
ILL
10 → RFL → 5

www.roxburyfreelibrary.org
was visited ~164 times in February



0 Passes checked out
+ 0
Registered new patrons

395 active patrons.
106 Registered users of LUV



RFL Meeting Warning Locations and Scheduling

Every year the board is required to announce where they will post the agendas for any future board meeting. Vermont's open meeting law requires the RFL website, or another, be one of the posting locations. The board has traditionally posted their meeting agendas at the following locations:

- RFL Website
- RFL Bulletin board
- Roxbury USPS Bulletin board
- Roxbury Town Office Bulletin board