

# Agenda\_Packet\_06-08-2023

## Agenda

Roxbury Free Library  
Board of Trustees' Meeting  
June 08, 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 05/11/2023 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 Global Policy update (pronouns)
- 7.0 New Business
  - 7.1 17:30 Prepare for book and bake sale on July 4<sup>th</sup>; Farmer's Market.
  - 7.2 17:45 Discussion of RFL exterior management
- 8.0 Future Meetings
  - 8.1 18:00 Next regular board meeting 07/11/2023
- 9.0 18:01 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  
May 11, 2023 at 17:00

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**Present:** Heidi Albright (Chair),  
Jeanne Beckwith (Clerk), Carl Ellis (Treasurer), Dottie Guiffre (Vice Chair),  
Jane Pincus, Ryan Zajac (Library Director)

**Absent:** None

**Audience:** None

- 1.0 17:00 Call to order**  
The meeting was called to order at 17:06
- 2.0 17:01 Additions/Postponements of Agenda Items**  
None
- 3.0 17:05 Consent Agenda Items**
- 3.1** Review of minutes of 04/13/2023 meeting  
The minutes of 04/13/2023 were reviewed and accepted.
- 3.2** Review of Treasurer's Report  
Treasurer's report was reviewed and accepted. Carl was asked how things looked. Jeanne voiced some confusion which Carl discussed. Overall, everything is fine for April. Reviewed and accepted.
- 3.3** Review of Library Director's Report  
In addition to the report, Ryan brought up the issue of WiFi expansion for the fire department and the park. There will be further discussion. This would be a corridor of publicly available access. Overall, the board agrees that this is a good idea. The emergency situation at Curtis's presentation was discussed. We need to keep reviewing our safety and emergency procedures. Library Director's report was reviewed and accepted. A motion was made by Carl and seconded by Jane to accept the consent agenda which include the: minutes of 04-13-2023, 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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*\*To be approved at the next regular board meeting  
Approved at the 00/00/202x Meeting.*

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None

**5.0** 17:20 **Audience**  
None

**6.0** **Old Business**

**6.1** 17:25 **Discussion of facilities projects at the RFL (West stairs and Exterior lighting)**  
The board discussed the current state of affairs. The Select board was not in favor of a major renovation with a porch due to the expense, but there were suggestions regarding either patching or finding a simple solution. There was less money available from the board than expected. If we want a larger project, we need to get estimates for solid figures with which to look for grant monies. It is a tripping hazard. Even if there is a temporary wooden fix, there is need for a railing. Exterior lighting is needed, but there was no real discussion of who would play for this; the inference was that the Select board would pay for this. A quote will be requested and this will be forwarded to the Select Board. No action taken.

**6.2** 17:40 **Global Policy update (pronouns)**  
Discussion will be ongoing.

**7.0** **New Business**

**7.1** 17:50 **Prepare for upcoming fundraisers (book and bake sale on July 4<sup>th</sup>; Farmer's Market.**

The board discussed what we should expect given the sparse participation on Green-up day. We are now doing the raffle over a longer period of time. Ed Carney has some ideas for selling raffle tickets at the Farmer's market. He has a "to do" list for us. His involvement is unclear. Ryan has gotten an

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application for us to have a table. It begins next week, and we could participate up until the market before July 4<sup>th</sup>. We discussed what folding table to use and how to schedule manning the table. Jane has been in charge of the bake sale. Jeanne will help that day at the table. We will do the same book sale as usual. There is need for culling. Discussion ensued. No action taken.

**8.0** Future Meetings

**8.1** 18:05 Next regular board meeting 06/08/2023

**9.0** 18:06 Adjournment

A motion was made by Jeanne and seconded by Dottie to adjourn the meeting. Vote: 5 yes, 0 abstentions, 0 no. Approved. The meeting was adjourned at 18:08

Respectfully Submitted, Jeanne Beckwith (Clerk)

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# Library Operations Report

## Upcoming Events and Meetings

- June 9<sup>th</sup> Small and Rural Library Round Table
- June 19<sup>th</sup> RFL Book Club
- July 4<sup>th</sup> Raffle and Book Sale
- July 29<sup>th</sup> 2<sup>nd</sup> Annual Roxbury Garden Tour

## May Outreach

- In May the RFL hosted 4 programs and meeting space for 0 events (Curtiss Reed Jr., Roxbury Book Club, Ruth Stone Film Screening and Bridges Afterschool Program). Attendance in these events included 34 adults and 19 children.
- We have been having issues with the freeware (Mail Chimp) we use for our monthly email newsletters and the June notice went out later than June 1<sup>st</sup> as a result.
- The redesigned RFL website is largely ready to launch. We've been slow getting some of our content ready to be incorporated but the site will be live within this month.
- There is interest and help to make it happen, but we are awaiting permission from the family before we continue planning a memorial for Joan Leary's contributions to the RFL.
- The conversations about providing WIFI service to the Fire Dept. have reached a conclusion that probably will not require the RFL to be a part of the effort to make it happen. I am unsure if we will be able to pull off anything at the new park or not, but will update the board if that looks like it might happen.

## Miscellaneous

- We were able to complete on time all that was needed to be able to end the 2023 fiscal year in a good financial place (i.e. fully executed operating budget with no deficits of consequence projected).
- We were informed we have been awarded \$500 Winne Belle Learned Grant from the Dr. Rawson Foundation. We have 6 months to expend those funds and the initial plan is to use the funds to improve some of the shelving units around the children's area (e.g. graphic novel shelves).
- Lisa and Caitlyn toured several of the public libraries in central VT. as part of a training and RFL planning initiative.
- We used a little bit of the money we had left in the FY23 budget to purchase new interior rugs for the RFL. Boo and Caitlyn picked out nice replacements for the main library and entryway.
- Caitlyn attended a VTDOL meeting on the Vermont Medical Reserve Corp and Programming with Libraries.
- I did meet the used-bookseller at the Community Center and packed up all the book boxes we had downstairs and many more from upstairs as well. She seemed pleased with what she saw from our discards and is happy to continue working with us in the future. Plus, she gave us a \$30 donation for all she took.

**Trustee Meeting held - June 8<sup>th</sup> 2023**

- Jane has updated the pronouns in the RFL policy manual and we will be distributing those edited policies going forward (e.g. Website, RFL copies, RFL Trustee manual)

**RFL Service description**

- "I just wanted you to know, I came down and used the RFL WIFI in the parking lot and it was so fast and convenient to download what I needed. Our piddly slow internet at home couldn't do what we needed. I just wanted you to know it was very helpful to us and we'll use it more frequently when we need to download content." RFL Patron

**Volunteers providing service in the last month**

Boo and Rich Smith, Izzy Jackson, and Hannah Zajac.

# May by the numbers Roxbury Free Library

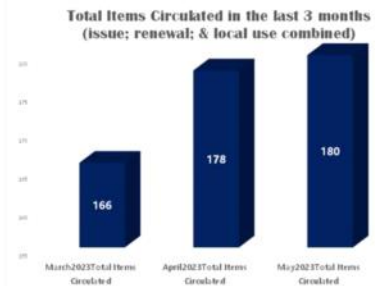
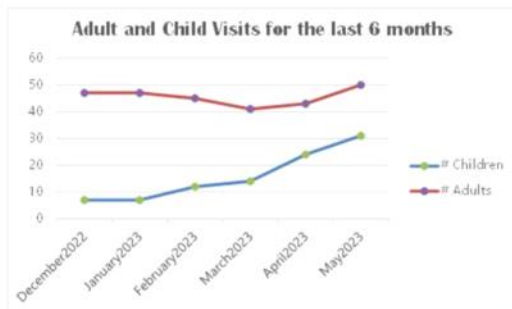
It would be fantastic if we maintain the positive trend in visitation and circulation all the way through the summer. The spike in new patrons this month was the result of getting an RFL card setup for each of the RVS students who didn't currently have one before their visit. Though not what it was 15 years ago, RFL computers are being used consistently again.

## 81 visits

0.93 visitors per hour open

**↑ 21%**  
since April

### Summary Statistics of RFL



**8,537**  
items  
in the collection

**?**  
12  
reference  
questions  
answered

**37** e-content  
accessed

**ILL**  
2 → RFL → 2

[www.roxburyfreelibrary.org](http://www.roxburyfreelibrary.org)  
was visited ~115 times in May



**2** Passes checked out

**+11**

Registered new patrons



**404** active patrons.

**106** Registered users of LUV

