

Agenda_Packet_07-13-2023

Agenda

Roxbury Free Library
Board of Trustees' Meeting
July 13, 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 06/08/2023 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 17:30 Review BYLA002 - Trustees Calendar
- 8.0 Future Meetings
 - 8.1 18:00 Next regular board meeting 08/10/2023
- 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
June 08, 2023 at 17:00

Physical Meeting Location: Roxbury Free Library
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Present: Heidi Albright (Chair), Carl Ellis (Treasurer), Dottie Guiffre (Vice Chair), Jane Pincus, Ryan Zajac (Library Director)

Absent: Jeanne Beckwith (Clerk)

Audience: None

- 1.0** 17:00 **Call to order**
The meeting was called to order at 17:04
- 2.0** 17:01 **Additions/Postponements of Agenda Items**
None
- 3.0** 17:05 **Consent Agenda Items**
- 3.1** **Review of minutes of 05/11/2023 meeting**
After a brief question on the spelling of Curtiss Reed Jr.'s name, the minutes of 05/11/2023 were reviewed and accepted.
- 3.2** **Review of Treasurer's Report**
The treasurer shared the May financial report, projected a good ending for the FY23 fiscal year concluding on June 30th, and gave a brief summary of recent fundraising efforts. Treasurer's report was reviewed and accepted.
- 3.3** **Review of Library Director's Report**
The Library Director shared a few highlights related to the website redesign (expected to launch in June), the Winne Belle Learned grant award, end of fiscal year work and an update on WiFi expansion discussions. Library Director's report was reviewed and accepted. A motion was made by Jane Pincus and seconded by Dottie Guiffre to accept the consent agenda which include the: minutes of 05/11/2023, Treasurer's report, and Library Director's report. Vote: 3 yes, 1 abstentions (Carl Ellis), 0 no. Approved

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Approved at the 00/00/202x Meeting.

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4.0 17:15 Additions to Agenda

None

5.0 17:20 Audience

None

6.0 Old Business

6.1 17:25 Global Policy update (pronouns)

Jane Pincus shared the policy work she did and concluded that the policies in the RFL Policy Manual now all contain gender-neutral pronouns. Jane also highlighted the Board's attention on confirming the accuracy of the following policies: COLL001, COLL002, and OPER002. The board discussed the need to confirm the titles and language of those policies. No action taken.

7.0 New Business

7.1 17:30 Prepare for book and bake sale on July 4th; Farmer's Market.

The board discussed upcoming fundraising efforts. The board will host a book sale on July 1st to coincide with the Roxbury July 4th celebrations. Setup will be the afternoon on the day before, and book culling will occur on the Sun. after the sale. The raffle winners will be drawn near the end of the book sale on the 1st. Carl will continue with Northfield Farmer's Market raffle sales, try selling at one of the Montpelier Farmer's Market sales, and to invite Ed Carney to cover the market table on June 20th. No action taken.

7.2 17:45 Discussion of RFL exterior management

The board discussed the RFL maintenance questions that came up at the June 5th Selectboard meeting. The RFL will inquire into the Town's arrangement of municipal landscaping maintenance. The Selectboard does not have any decisions made regarding the stair repair or motion light installation. Heidi Albright took care of some of the weeding along the RFL building. Andree Frazier is

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preparing a display to be set in the space between the handicamp ramp. The Library Director mentioned in years past the RFL would send the Selectboard a monthly executive summary of RFL happenings to keep them informed of RFL activities. That effort may be resurrected and include a brief summary of "needed repairs" to make communication more consistent and expected since we seem to be in a busy time of exterior maintenance needs. No action taken.

8.0 Future Meetings

8.1 18:00 Next regular board meeting 07/11/2023

9.0 18:01 Adjournment

A motion was made by Heidi Albright and seconded by Dottie Guiffre to adjourn the meeting. Vote: 4 yes, 0 abstentions, 0 no. Approved. The meeting was adjourned at 18:10

Respectfully Submitted, Ryan Zajac (Acting Clerk)

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Trustee Meeting held - July 13th 2023

Library Operations Report

Upcoming Events and Meetings

- July 29th 2nd Annual Roxbury Garden Tour
- August 3rd Joan Leary Memorial Celebration
- September RFL Book Club

June Outreach

- In June the RFL hosted 1 program and meeting space for 0 events (Roxbury Book Club). Attendance in these events included 9 adults and 0 children.
- We provided one home delivery of materials in June 2023.
- The redesigned RFL website is live. The site is largely complete and working as expected, but we also note it is a living document and will continue to be modified with content coming and going.
- We have a CPR instructor willing to lead a training session at the RFL, but we are still determining how large an audience may make sense for the event.
- For the first time since 2019, we have been able to arrange a Fundraiser Tennis Program. The program is largely similar to what we've done in years past and we are grateful for Windridge's willingness to get something together again that works for everyone.

Miscellaneous

- For the first time in many years, we have families participating in the Champlain Valley Fair Read and Win program.
- The RFL collection saw a nice surge of new materials in the last two months as we made an end of FY push on collection development. Note, the number in the summary report is not reflective of new materials since we culled books during that same period to discard during the July 4th book sale.

RFL Service description

- "Thank you! What an amazing little library our town has. " RFL Patron

Volunteers providing service in the last month

Rich Smith, Debra Rogler, and Tom Frazier.

June by the numbers Roxbury Free Library

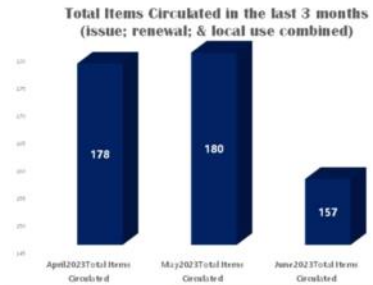
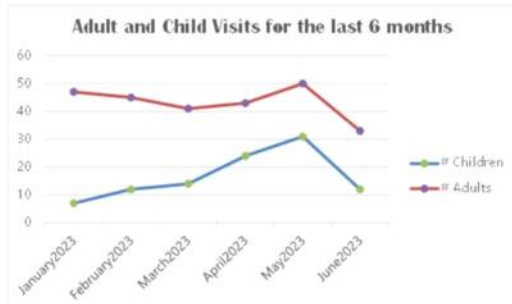
Please note, the platform we've used for years to track website usage is being replaced and we will be using a new program, probably by next month. I hope the metrics will be comparable but am not sure at this point. The lower than normal website numbers in June 2023 are likely a result of those transitions.

45 visits

0.67 visitors per hour open

↓ **55%**
since May

Summary Statistics of RFL




8,555
items
in the collection


7
reference
questions
answered


52 e-content
accessed

ILL
1 → RFL → 4

www.roxburyfreelibrary.org
was visited ~74 times in June



2 Passes checked out

+ 0

Registered new patrons



404 active patrons.

106 Registered users of LUV



ID	Title	Frequency	Last Revision
BYLA-002	Trustees Calendar	Annually	09-01-2022

**Roxbury Free Library
Trustee's Calendar**

July	<ul style="list-style-type: none"> • New Fiscal Year etc... • Review BYLA002 - Trustees Calendar • July 4th Fundraising book and bake sale
August	<ul style="list-style-type: none"> • Review PERS 001 - Personnel Policy • PERS 002 - Director Job Description
September	<ul style="list-style-type: none"> • Board evaluations of Director and Director self-evaluations submitted • Policy review • Plan Celebration of Support
October	<ul style="list-style-type: none"> • Negotiate employment agreements • Policy work • Draft "Friends" letter • Host Celebration of Support
November	<ul style="list-style-type: none"> • First draft of Budget discussed • Send "Friends" letter
December	<ul style="list-style-type: none"> • Finalize and send budget • Coordinate Christmas gift list
January	<ul style="list-style-type: none"> • Submit budget for Town Report • Word and approve warning for Town Report • Submit names of Trustees running for reelection • Plan February retreat agenda
February	<ul style="list-style-type: none"> • Board retreat • Plan board raffle fundraiser
March	<ul style="list-style-type: none"> • Elect Board officers • Review MISS-002 - Mission Statement
April	<ul style="list-style-type: none"> • Review BYLA-003 - By Laws • Prepare for Green Up Day book sale • Coordinate Library clean up
May	<ul style="list-style-type: none"> • Green Up Day book sale • Plan volunteer luncheon
June	<ul style="list-style-type: none"> • Prepare for Bake Sale on 4th of July

Date of adoption 09-01-2022

Record of Adoption

Approved 5

Abstentions 0

Opposed 0