

Meeting Minutes
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)

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

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 07/13/2023 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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