

Agenda_Packet_08-22-2023

Agenda
Roxbury Free Library
Board of Trustees' Meeting
August 22, 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 07/13/2023 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 PERS001 and PERS002
Personnel Policy and Director job
description
- 8.0 Future Meetings
 - 8.1 18:00 Next regular board meeting 09/14/2023
- 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
July 13, 2023 at 17:00

Physical Meeting Location: Roxbury Free Library
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Present: Heidi Albright (Chair) remotely, Jeanne Beckwith (Clerk) remotely, Carl Ellis arrived at 17:15 (Treasurer), Dottie Guiffre (Vice Chair) remotely, 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 17:05
- 2.0** 17:01 Additions/Postponements of Agenda Items
None
- 3.0** 17:05 Consent Agenda Items
- 3.1** Review of minutes of 06/08/2023 meeting
The minutes of 06/08/2023 were reviewed and accepted.
- 3.2** Review of Treasurer's Report
Heidi expressed thanks to Carl for all his work with the raffle. There was some discussion of where tickets were bought.
Treasurer's report was reviewed and accepted.
- 3.3** Review of Library Director's Report
The new website is up. The Tennis program is up and running. The Second annual garden tour is up and scheduled. The recent rain event brought water inside the crawl space. There was a lot of water, help came. It was fixed. Humidity levels have stabilized. It would be good to come up with a priority system within the town. Heidi wondered whether anyone from the town council or other officials checked in. No. Heidi wondered if there was some way the library could help in setting up a resource for people who need help.
Library Director's report was reviewed and accepted. A motion was made by Jane Pincus and seconded by Carl Ellis

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Approved at the 00/00/202x Meeting.

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to accept the consent agenda which include the: minutes of 06/08/2023, 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**

None

6.0 **Old Business**

6.1 17:25 **None**

7.0 **New Business**

7.1 17:30 **Review BYLA002 - Trustees Calendar**

A motion was made by Jeanne Beckwith and seconded by Jane Pincus to approve . Vote: 5 yes, 0 abstentions, 0 no. Approved

Ryan announced that there would be a Celebration of Joan Leary's Life that will take place at 3 p.m. on August 3, 2023

8.0 **Future Meetings**

8.1 18:00 **Next regular board meeting 08/10/2023**

This time will not work for Ryan or Jeanne. Ryan will send out some proposed dates.

9.0 18:01 **Adjournment**

Carl Ellis moved to adjourn. Dottie Guiffre seconded it. All approved. The meeting was adjourned at 17:46.

Respectfully Submitted, Jeanne Beckwith (Clerk)

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Library Operations Report

Upcoming Events and Meetings

- August 25th Champlain Fair begins, and RFL Read and Win participants will be attending for free
- September RFL Book Club

July Outreach

- In July the RFL hosted 1 program and meeting space for 0 events (Roxbury Garden Tour). Attendance in these events included 26 adults and 0 children.
- We provided no home delivery of materials in July 2023.
- Despite interest from community members and support from Windridge to make it happen this year, the Tennis Program did not materialize. We only had a couple people register for the program. Seems cliché to say, but I'm blaming it on the weather. Though we also didn't see the return of 3 sets of couples and families that were mainstays in the participation list before the pandemic. In a small town, a couple families can make a big impact.

Miscellaneous

- The RFL was open only for curbside service on Tues. the 11th of July while we cleaned up after the flooding. The switch to laptop computers for patrons has continued to be practical for our operations!

RFL Service description

- None this month

Volunteers providing service in the last month

Rich Smith, Debra Rogler, Arthur Smith, Ellison and Everett Zajac, and Andree and Tom Frazier.

July by the numbers Roxbury Free Library

The trend to be aware of for July 2023 was our new patron recruitment. Most years we average 2 new patrons a month. In July we saw 6, a healthy increase to our patron numbers. The new patrons were a mix of families, long-term residents getting back to the RFL, and newer part-time residents.

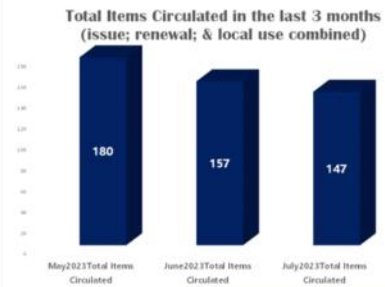
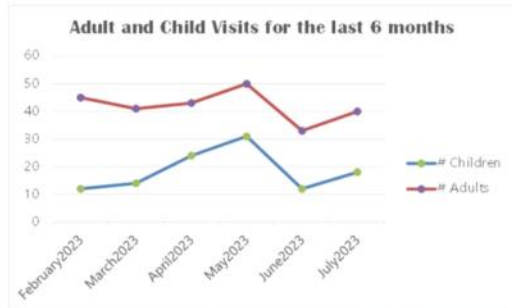
58 visits





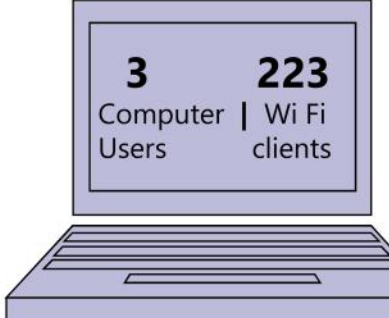


0.95 visitors per hour open

↑ 3%

since June

Summary Statistics of RFL



 8,584 items in the collection	 7 reference questions answered	 52 e-content accessed	ILL 3 → RFL → 2
 www.roxburyfreelibrary.org was visited ~157 times in July			
 0 Passes checked out + 6 Registered new patrons	 410 active patrons. 106 Registered users of LUV		

ID	Title	Frequency	Last Revision
PERS-001	Personnel Policy	Annually	08-03-2021

Roxbury Free Library Personnel Policy

Roxbury Free Library is a municipal library and the affairs of the library are managed by the Board of Trustees. The trustees hire a Library Director, who is exempt from the Town's Personnel Policy and is responsible for managing all other library employees and volunteers¹. It is our belief that the Library Director is first among the Library's valuable assets, and as such, every attempt is made to deal with the Library Director in ways that are fair, and that will nurture a mutually beneficial relationship between the Trustees and its Director. The Library is an equal opportunity employer and does not discriminate on the basis of age, sex, race, religion, color, sexual orientation, place of birth, ancestry, physical or mental condition or national origin.

This policy is not considered a contract to employment.

I. Recruitment: Any vacant employee position should be posted and advertised in local newspapers and social media stating position, pay scale, and application date deadline as well as other pertinent information. Reference checks may be made by telephone contact prior to an offer of employment.

II. Probationary Period: All employee appointments shall be made with a probationary period of 6 months. The Trustees, or Library Director, in their sole discretion, may reduce this probationary period if it is determined that a reduction is justified. One month prior to the end of the probationary period, the Trustees or Library Director will carefully review the work of the new employee. During the probationary period, the Trustees or Library Director may remove an employee who is unable or unwilling to perform the duties of the position satisfactorily or whose performance and dependability do not merit continuance in the service to the Roxbury Free Library.

III: Employee and Volunteer Job Descriptions: The Trustees are responsible for creating a job description for the library director position. The job description will be used for recruiting efforts for new directors as well as performance evaluations for employed directors. The library director will be responsible for creating job descriptions for any other employees of the library. The library director will also be responsible for creating volunteer work descriptions for library volunteers.

IV: Employee Responsibilities and Performance Evaluation: All employees and volunteers will be given a position description at the time of hire or recruitment, which shall stipulate the qualifications for and responsibilities required of the position. The

Board of Trustees or Library Director will review the description on an annual basis with the employee or volunteer, at which time any modifications deemed necessary or advisable will be made.

Annual evaluation of employees will occur in September unless otherwise scheduled by the Trustees or Library Director. After this evaluation, the Trustees or Library Director will present the employee with a written performance review. Also at this time, the employee will submit a self-evaluation, which shall detail the employee's goals for the coming year. Copies of the evaluations will be kept in the employee's personnel file.

V. Termination: The Trustees may dismiss the Library Director and the Library Director may dismiss any employee or volunteer if the position is eliminated or if the employee or volunteer becomes unable to perform the duties of the position. Volunteers work with the status of "at will" employees and the Library Director has the right to terminate the volunteer's working association with the Library at any time, for any reason. The Trustees or Library Director shall provide such employee or volunteer with written notice of the intent to dismiss the employee or volunteer and the reasons for such dismissal. The Trustees or Library Director shall also provide the employee or volunteer an opportunity to meet to review the reason for dismissal. Following such meeting, the Trustees or Library Director shall provide the employee or volunteer with written notice of the decision. The Trustees' or Library Director's decision shall be final.

VI. Grievances: It is the intent of the Trustees of Roxbury Free Library to address grievances informally. Employees are encouraged to make every effort to resolve problems as they arise. It is recognized, however, that grievances may occur, which will be resolved only after a formal appeal and review. A grievance is any matter considered by the employee or volunteer as grounds for complaint. An employee who believes that inequitable treatment has been received because of some condition of employment may personally or through representatives appeal for relief from that condition to the Trustees or Library Director.

VII. Pay and Benefits: The employee's pay rate will be based on qualifications and experience and determined each year during the budget planning process by the Trustees or Library Director. Also to be determined at that time will be the hours of combined time off, and the amount of money available for training and professional development.

VIII. Volunteers: The Roxbury Free Library Board of Trustees recognizes that volunteers are a valuable resource for the Library. Their energy and talents help the Library meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Volunteer services aid the Library in making the best use of its fiscal resources and help connect the Library to other

community groups and organizations. Volunteers can also be valuable advocates for the Library in the community. The Library and its volunteers must work together to ensure a successful relationship. Library staff will continually work to recognize the contributions of Library volunteers and seek to expand the Library volunteer group as needed.

IX. Public Library volunteers are coordinated by the Library Director, or designee, and must be at least 14 years of age. Junior volunteers under the age of 14 required to perform service for specific programs are accepted on a short-term basis. Parents of junior volunteers must sign consent forms for their children to perform service hours at the Library.

Each volunteer must complete an application which will be kept on file in the Library. Volunteers may also be interviewed to determine their interests and levels of experience. Volunteer talents, experience, availability and interests will be considered in job assignments.

X. Library volunteers are bound by the rules contained in all Library policies and guidelines, especially those that relate to patron privacy and confidentiality. Library volunteers are recognized by the public as representatives of the Library and will be guided by the same work and personnel policies as employees. Library volunteers will be familiar with the Library's "Library Volunteer Guidelines" document.

XI. The Library accepts volunteers requiring court ordered community service at the discretion of the Library Director. Court ordered community service volunteers are required to be interviewed by the Library Director prior to being accepted for service. Junior volunteers under the age of 18 required to perform service for specific programs are accepted on a short-term basis. Parents/guardians of such volunteers must sign a consent form for their children to perform volunteer service hours at the Library.

¹ Volunteer means an individual not employed by the library who works on an occasional or regular basis in the library to assist the staff. A volunteer works without compensation or economic benefits provided by the library. In accordance with the Fair Labor Standards Act volunteers do not displace regular employed workers or perform work that would otherwise be performed by regular employees. In addition, paid employees cannot volunteer to provide the same type of services to the RFL that they are employed to provide.

Addendum A: Personal Acknowledgment

I,		acknowledge that:
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I received a copy of the Roxbury Free Library's Personnel Policy on _____;

I have been given the opportunity to ask questions about said policy and I have been provided with satisfactory information in response to my questions;

I understand that the language used in this personnel policy is not intended to create, nor should it be constructed to create, a contract of employment between myself and the Roxbury Free Library

I acknowledge that the Roxbury Free Library reserves the right to add, amend, or discontinue any of the provisions of this policy for any reason or none at all, in whole or in part, at any time, with or without notice;

I acknowledge that I understand the Roxbury Free Library's Personnel Policy and I agree that I will comply with all of its provisions.

Signature

date

Date of adoption 08/03/2021

Record of Adoption

Approved 5

Abstentions 0

Opposed 0

ID	Title	Frequency	Last Revision
PERS-002	Director Job Description	Annually	08-03-2021

ROXBURY FREE LIBRARY

Roxbury, Vermont

POSITION: LIBRARY DIRECTOR

The Library Director is responsible for the administration, supervision and coordination of all activities and services of the library and for carrying out the policies adopted by the Library Board of Trustees.

MAJOR RESPONSIBILITIES AND DUTIES

Service to the community

Participate in long range planning in conjunction with the Board of Trustees

Develop procedures for the smooth running of the library

Develop a collection of interesting materials in various formats

Maintain the collection

Provide reference, interlibrary loan, readers' advisory and referral services

Assist patrons to use library materials and technology

Develop programs that appeal to a variety of community members

Promote and publicize the library's services, activities and resources

Oversee the scheduling and use of the library after hours

Oversee the library physical structure, internally, externally and surrounding grounds for the purpose of facilitating building maintenance and apprising the board of trustees appropriately.

- I. Maintain the library web page
- II. Maintain library computers and offer basic computer and internet training for patrons
- III. Maintain the automated library system

Support and implementation of library policy

- I. Participate in monthly Board of Trustees meetings
- II. Maintain the policy file, passing policy information to staff and volunteers as appropriate, answer the public's questions about policies

Fiscal responsibilities

- I. Collaborate with the library board treasurer to develop an annual budget for Board of Trustee approval
- II. Track expenses and review and approve invoices
- III. Receive cash donations, fees and other income
- IV. Develop alternative library funding

Hiring, supervision and training staff and volunteers

- I. Recruit and oversee employees
- II. Manage volunteers
- III. Maintain a procedure manual for staff and volunteers and train all staff and volunteers

Formal Reporting

- I. Prepare monthly reports for the Board of Trustees
- II. Collect and analyze library statistics
- III. Complete reports, surveys and requests for information from state and federal library agencies and associations

Continuing Education

- I. Attend workshops and conferences related to library needs and inform volunteers and Board of Trustees of any workshops or meetings that might be of interest to them
- II. Affiliate with the Vermont Library Association and the American Library Association
- III. Stay abreast of developments in the library field for children and adults through current professional journals, Vermont Department of Library publications etc.

Perform other duties the Board of Trustees deems necessary for the efficient operation of the library

QUALIFICATIONS

Library science degree or Vermont Library Certification preferred.

Date of adoption 08/03/2021

Record of Adoption

Approved	<u>5</u>
Abstentions	<u>0</u>
Opposed	<u>0</u>