

Agenda_Packet_09-14-2023

Agenda

Roxbury Free Library
Board of Trustees' Meeting
September 14, 2023 at 13:00

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 13:00 Call to order
- 2.0 13:01 Additions/Postponements of Agenda Items
- 3.0 13:05 Consent Agenda Items
 - 3.1 Review of minutes of 08/22/2023 meeting
 - 3.2 Review of Treasurer's Report
 - 3.3 Review of Library Director's Report
- 4.0 13:15 Additions to Agenda
- 5.0 13:20 Audience
- 6.0 Old Business
 - 6.1 13:25 None
- 7.0 New Business
 - 7.1 13:30 Director self-evaluation (executive session)
 - 7.2 13:45 Plan celebration of support
- 8.0 Future Meetings
 - 8.1 14:00 Next regular board meeting 10/12/2023
- 9.0 14:01 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
August 22, 2023 at 17:00

Physical Meeting Location: Roxbury Free Library
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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 17:04
- 2.0 17:05 Additions/Postponements of Agenda Items**
Jane would like to discuss book banning.
Heidi would to discuss creating a form to use for work/other requests to the Select Board.
- 3.0 17:05 Consent Agenda Items**
- 3.1 Review of minutes of 07/13/2023 meeting**
The minutes of 07/13/2023 were reviewed and accepted.
- 3.2 Review of Treasurer's Report**
Treasurer's report was reviewed and accepted.
- 3.3 Review of Library Director's Report**
Library Director's report was reviewed and accepted. There was a gratifying uptick in patronage. Rain impacted the Garden Tour. Deborah Rogler expressed interest in possibly beginning a garden club meeting at the Library. Following the memorial gathering at the library, a petition is being sent around to support an ongoing celebration of Joan Leary's life. There is interest in Crankie's Productions coming for a visit. There will be a book bus visit in September. A music event is in the works. Curtis Reed Jr. has contacted us about rescheduling his talk in the fall. There was a discussion of publicizing events.

A motion was made by Jane Pincus and seconded by Carl Ellis to accept the consent agenda which include the:

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Approved at the 00/00/202x Meeting.

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minutes of 07/13/2023, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no.
Approved

4.0 17:35 Additions to Agenda

Jane brought up what our policy is regarding requests to censor or ban certain books from our collection. Books could be checked out and then not returned. There have been comments on adult content in one graphic novel for younger readers. We have a strong policy and a form for the public to respond in keeping with the American Library Association.

Heidi brought up the need for some kind of formal facility maintenance request form to expedite the Select Board's response to repairs needed on the library building which is owned by the town. It has been three years since our request for repairs to the front porch of the library. We need to document the requests and establish a clear time-line for repairs as well as a path for action. Dottie will work on creating/phrasing a basic form for our requests and send it around for our comments.

5.0 17:55 Audience
None

6.0 Old Business

6.1 17:55 None

7.0 New Business

**7.1 17:55 Review PERS001 and PERS002
Personnel Policy and Director job
description**

There was general discussion of the personnel policy which included previous changes that had been approved. Heidi made a motion to approve the policy as published. Carl

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seconded the motion. Vote: 5 yes, 0 abstentions, 0 no.
Approved.

Jane brought up a possible discussion of putting a piece in the Newsie about the community center renovations. This seemed reasonable.

8.0 18:00

Future Meetings

8.1 18:00

Next regular board meeting 09/14/2023

9.0 18:05

Adjournment

Jane moved for adjournment. Carl seconded. The meeting was adjourned at 17:31

Respectfully Submitted, Jeanne Beckwith (Clerk)

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Library Operations Report

Upcoming Events and Meetings

- September 21 Curtiss Reed Jr.
- September 23 Arts Bus
- September 28 Democratic Party meeting
- October 21 Crankies show
- October 23 RFL Book Club
- October 31 Trunk or Treat

August Outreach

- In August the RFL hosted 1 program and meeting space for 0 events (Joan Leary Celebration). Attendance in these events included 25 adults and 2 children.
- We provided 2 home deliveries of materials in August 2023.
- Sept. 19th is the deadline for submitting contributions to the 4th quarter 2023 Newsy.

Miscellaneous

- In addition to the normal quarterly water system testing, the Dept. of Health accompanied the testing company in August and did an inventory of all water lines in the RFL. The results were all good.
- I'm meeting Clarence Baker on Sep. 15th to go over possible options for redoing the shelving in the graphic novel collection. I am also going to propose rebuilding the bulletin board on the exterior to include doors to create an enclosed protected space to prevent flyers from blowing away as frequently.

RFL Service description

- "I just had a baby and the Libby app has been my savior sitting around nursing him." RFL patron in summer 2023

Volunteers providing service in the last month

Rich Smith, Debra Rogler, and Tom Frazier.

August by the numbers Roxbury Free Library

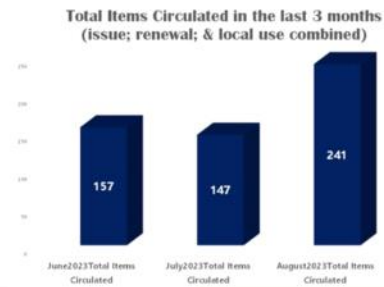
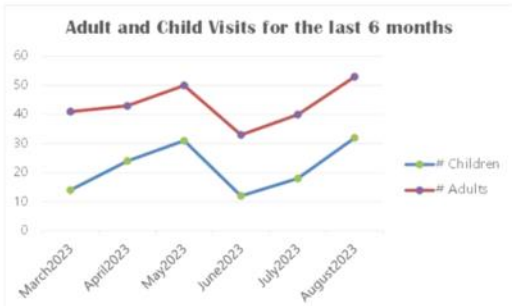
If our visitation had continued to climb from May through August it would have been really exciting around the RFL. August was still a nice month around the RFL, but we could have done without that visitation drop back in June which tanked our summer numbers.





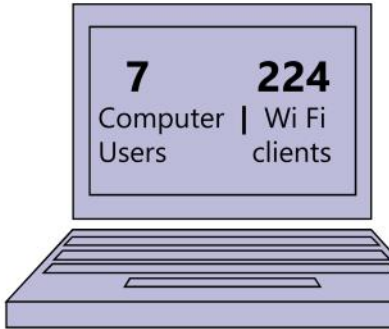

85 visits

1.47 visitors per hour open

↑ 39%
since July

Summary Statistics of RFL



 8,550 items in the collection	 11 reference questions answered	 104 e-conter accessed www.roxburyfreelibrary.org was visited ~114 times in August	ILL 3 → RFL → 0		
	1 Pass checked out + 3 Registered new patrons	 <table border="1" style="margin: 10px auto;"> <tr> <td>7 Computer Users</td> <td>224 Wi Fi clients</td> </tr> </table>		7 Computer Users	224 Wi Fi clients
7 Computer Users	224 Wi Fi clients				
 413 active patrons. 107 Registered users of LUV					