

Agenda_Packet_10-12-2023

Agenda

Roxbury Free Library
Board of Trustees' Meeting
October 12, 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 09/14/2023 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 Celebration of Support finalization (Oct. 28)
 - 6.2 14:00 Negotiate Employee agreements (executive session)
- 7.0 New Business
 - 7.1 14:15 Draft Annual Appeal letter
- 8.0 Future Meetings
 - 8.1 14:30 Next regular board meeting 11/9/2023
- 9.0 14:31 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
September 14, 2023 at 13:00

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** 13:07 **Call to order**
The meeting was called to order at 17:31
- 2.0** 13:08 **Additions/Postponements of Agenda Items**
None
- 3.0** 13:09 **Consent Agenda Items**
- 3.1** **Review of minutes of 08/22/2023 meeting**
The minutes* of 08/22/2023 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.
*Upcoming activities are varied and exciting. Visits are up. More new patrons. The spelling of "The Newsy" was affirmed. Discussed need for some sort of covering for the bulletin board.
A motion was made by Jane and seconded by Carl to accept the consent agenda which include the: minutes of 08/22/2023, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved
- 4.0** 13:25 **Additions to Agenda**
Change of Meeting Time was discussed. Consensus was to move the meeting to the second Thursday of the month at 1 p.m.
- 5.0** 13:40 **Audience**
None

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Approved at the 00/00/202x Meeting.

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6.0 Old Business

6.1 13:40 Dottie Guiffre passed around a draft for a Request for Town Maintenance/Repair as discussed last week. Suggestions for changes and additions were made. Dottie will keep working on it.

7.0 New Business

7.1 13:45 **Director self-evaluation (No formal written response and no need to go into executive session)**

The Director discussed this past year's activity. He discussed his areas of focus and being better at delegating library/organizational activities. There may be a need to ramp up volunteer activity and clarify some areas of responsibility. There was some discussion of how best to use volunteers. Jane suggested that perhaps the Newsy would be a way to call for volunteers and to define possible goals and projects for volunteer work. Ryan's goals for the coming year involve revisiting our operating procedural protocols to make sure everyone is ready to move adequately in case of emergencies. Heidi brought up the idea of having a first aid program/class available and open to the public. Overall, things have been good, but as we rebound from the pandemic, it is hoped that we will start seeing the impact of the library rebounding as well. There was discussion of possible action and advocacy.

7.2 14:05 **Plan celebration of support**

The board discussed celebrations past and planning for this year. We need to pick a date and get the mailing ready. We have a donor list. The afternoon of October 28th seems to be the best date. Specific time tbd. Heidi will work on the postcard. Invitations will go out to volunteers, donors.

8.0 Future Meetings

8.1 14:20 **Next regular board meeting 10/12/2023**

9.0 14:21 **Adjournment**

Moved by Carl. Seconded by Jane. The meeting was adjourned at 14:21

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Respectfully Submitted, Jeanne Beckwith (Clerk)

DRAFT

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Library Operations Report

Upcoming Events and Meetings

- October 21 Crankies show
- October 23 RFL Book Club
- October 31 Trunk or Treat

September Outreach

- In September the RFL hosted 3 programs and meeting space for 1 event (Roxbury Book Club, Curtiss Reed Jr., Arts Bus, and Roxbury Democratic Party meeting). Attendance in these events included 19 adults and 0 children.
- We provided 1 home deliveries of materials in September 2023.
- We helped one patron get setup to use the online learning tool Universal Class.
- The 4th quarter 2023 Newsy was prepared and is in community members' hands now.
- The staff and students at RVS are partaking in a big literacy push this academic year and we've been in contact with both the school and PTO about ways to support that effort. More details will be forthcoming.

Miscellaneous

- Clarence Baker has agreed to take on the children's area shelving and bulletin board project. The shelving is the first priority as we have some grant monies for that project and where we will start the work (ideally within the next few weeks).
- We received no formal or informal feedback regarding the exterior appearance of the RFL this summer. We had considered redoing the area within the interior of the handicap ramp with perennial plants, but are now thinking the current design could be satisfactory.

RFL Service description

- "I love libraries!" Patron exclamation upon leaving RFL in August 2023.

Volunteers providing service in the last month

Rich and Boo Smith, and Tom Frazier.

September by the numbers Roxbury Free Library

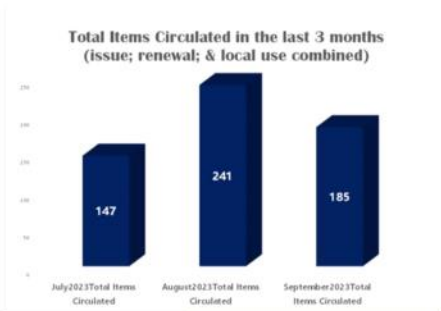
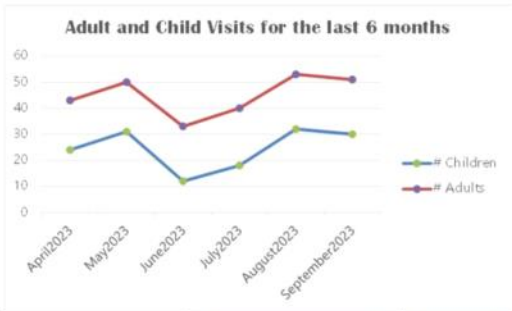
September tended towards having consistent visitation with August, but circulation was down a bit. The Director's report will show that there was more programming attendance in Sept. than in August. The software we've used to monitor website visits has been discontinued and we're transitioning to a new option, hence the break in data this month.





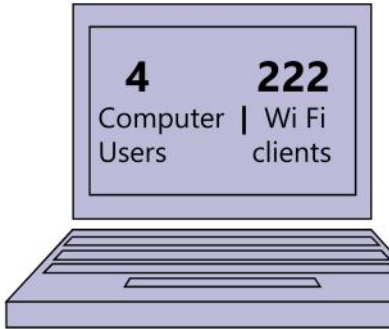
81 visits

1.33 visitors per hour open

↓ **5%**
since August

Summary Statistics of RFL



| | | | |
|---|--|--|---------------------------|
|  8,581 items in the collection |  10 reference questions answered |  54 e-content accessed | ILL 6 → RFL → 4 |
| www.roxburyfreelibrary.org was visited ? times in September | | | |
|  414 active patrons. 107 Registered users of LUV | 2 Passes checked out + 1 Registered new patrons |  <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> 4 Computer Users 222 Wi Fi clients </div> | |