

Agenda_Packet-11-09-2023

Agenda

**Roxbury Free Library
Board of Trustees' Meeting
November 9, 2023 at 13:00**

Physical Meeting Location: Roxbury Free Library
Virtual Meeting Location: Zoom
Meeting link:
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 10/12/2023 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 Draft Annual Appeal letter
- 7.0** New Business
 - 7.1** 13:50 First discussion FY25 draft budget
(executive session if necessary)
 - 7.2** 14:20 Discuss RFL Facilities Communication
- 8.0** Future Meetings
 - 8.1** 14:30 Next regular board meeting 12/14/2023
- 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.*

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Meeting Minutes
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)

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 13:00 Call to order**
The meeting was called to order at 13:00
- 2.0 13:01 Additions/Postponements of Agenda Items**
Heidi Albright added a review of a copy of the letter of support for town revitalization.
- 3.0 13:05 Consent Agenda Items**
- 3.1 Review of minutes of 09/14/2023 meeting**
The minutes of 09/14/2023 were reviewed. It was noted that the time of the meeting should read 13:00, otherwise the minutes looked fine and was accepted.
- 3.2 Review of Treasurer's Report**
Carl pointed out some differences with the town report from Tammy, but this had no major effect. 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 discussion of recent activity, facility maintenance, and upcoming events. A motion was made by Carl Ellis and seconded by Jane Pincus to accept the consent agenda which includes the: minutes of 09/14/2023, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved
- 4.0 13:15 Additions to Agenda**

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**To be approved at the next regular board meeting
Approved at the 00/00/202x Meeting.*

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1. Heidi brought up some discrepancies about meeting times posted which will be addressed.
2. Heidi presented a copy of a letter of support from the library for the Town of Roxbury's application for a Municipal Planning Grant to revitalize our village center. The planning commission meets next week, and any additions or suggestions should be made by tonight if possible. The only issue was regarding population approximation.

5.0 13:25 **Audience**
None

6.0 **Old Business**

6.1 13:25 **Celebration of Support finalization (Oct. 28)**
The board discussed invitations, which Heidi presented. 39 invites went out last year, and attendance was still largely volunteers. Jane will bring fruit. Jeanne will bring spinach squares. Heidi will bring something sweet. Ryan and Carl will provide chips and snackables. Drinks. Ryan will send his invitation list to Carl for possible additions. Final list will be sent to Heidi, and she and Jane will address and send out. No action taken.

6.2 13:35 **Negotiate Employee agreements (executive session)**
A motion was made by Carl Ellis and seconded by Heidi Albright to enter into executive session at 13:35 to discuss employee agreements. Vote: 5 yes, 0 abstentions, 0 no. Approved A motion was made by Jane Pincus and seconded by Carl Ellis to exit executive session and return to open session at 13:46. Vote: 5 yes, 0 abstentions, 0 no. Approved No action taken upon return to open session.

7.0 **New Business**

7.1 14:15 **Draft Annual Appeal letter**
The board discussed the composition and design of the Appeal letter. Jane will be happy to come up with a draft of the letter. By next meeting we will have a draft ready. As a related idea, Jane

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brought up maybe doing the celebration of support earlier in the year and having it at the park. No action taken.

8.0

Future Meetings

8.1 14:30 Next regular board meeting 11/9/2023 at 13:00.

9.0 14:34 **Adjournment**

Jane Pincus moved to adjourn. Heidi Albright seconded. The meeting was adjourned at 13:54

Respectfully Submitted, Jeanne Beckwith (Clerk)

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Library Operations Report

Upcoming Events and Meetings

- November 11 Crankies show
- November 13 RFL Book Club
- RFL Closed Nov. 22 and 23
- Early December A.I. overview presentation
- Tuesday afternoons the afterschool program is coming to the RFL to play chess.

October Outreach

- In October the RFL hosted 8 programs and meeting space for 0 events (Roxbury Book Club, RVS Classroom visits., Crankie Picture Show (cancelled), Trunk or Treat, and Halloween). Attendance in these events included 63 adults and 100 children.

Miscellaneous

- The shelving unit for the youth graphic novel collection has been installed. The whole process went more quickly than I had expected and I don't have it full of new books yet, but that will be forthcoming.
- The year 2024 should mark the 90th anniversary of the RFL. I am going to try and establish a couple volunteers to help organize frequent events to celebrate that milestone throughout the next year.
- If the board would like to partake in the RVS gift giving tradition again this year, I can touch base with Tina and get the ball rolling so we have plenty of time.
- The RFL was closed unexpectedly on Wed. Nov. 25 due to staff illness.

RFL Service description

- Nothing new this month to showcase.

Volunteers providing service in the last month

Rich and Boo Smith, and Tom Frazier.

October by the numbers Roxbury Free Library

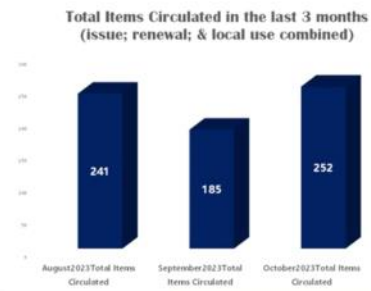
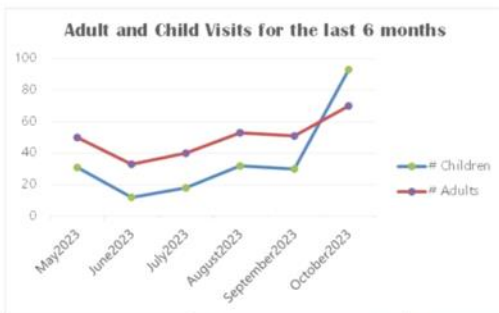
Well, getting some more kids into the building has made a positive impact on our visitation rates. The RVS literacy initiative effort is definitely showing itself at the RFL these days, and we welcome it!

163 visits

2.67 visitors per hour open

↑ 201%
since September

Summary Statistics of RFL



8,613
items
in the collection

?
12
reference
questions
answered

67 e-content
accessed

ILL
2 → RFL → 1

www.roxburyfreelibrary.org
was visited ? times in October



0 Passes checked out
+14
Registered new patrons

432 active patrons.
108 Registered users of LUV

