

**Meeting Minutes**  
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)

**Present:** Heidi Albright (Chair), Jeanne Beckwith (Clerk), Carl Ellis (Treasurer), Jane Pincus, Ryan Zajac (Library Director)

**Absent:** Dottie Guiffre

**Audience:** None

**1.0** 13:10 Call to order

The meeting was called to order at 13:10

**2.0** 13:01 Additions/Postponements of Agenda Items

None

**3.0** 13:05 Consent Agenda Items

**3.1** Review of minutes of 10/12/2023 meeting

The minutes of 10/12/2023 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. Visits are up. Looking at some housecleaning ahead. We discussed sending a thank you note to Clarence Baker for his work. The library charter turns 90 this year. We will consider various ways of celebrating. Ryan will start planning for the holiday gift giving. A motion was made by Jane Pincus and seconded by Carl Ellis to accept the consent agenda which include the: minutes of 10/12/2023, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no.  
Approved

**4.0** 13:15 Additions to Agenda

None

**5.0** 13:20 Audience

None

**6.0** Old Business

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 12/14/2023 Meeting*

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**6.1 13:25 Draft Annual Appeal letter**

There was discussion of the letter. Heidi thanked Jane for her work in drafting the letter. Jane thanked Heidi for help in formatting it. Discussed who should be included in the "Thanks" column. Discussed adding "and friends." to "volunteers." Discussed other names to add. Discussed emphasizing the call for donations and moving that closer to the end. There were a few more edits. Discussed how to print and mail. Mailing will take place.

**7.0 New Business**

**7.1 13:40 First discussion FY25 draft budget  
(executive session if necessary)**

There followed a general discussion of the draft as presented. There is some credit available for material acquisition, so that line item could be reduced \$500 which could then be shifted into an account for technical improvements. Various line items were explained. Consensus that what we have looks good. No action needed at this time.

There was a move into Executive session by Carl and seconded by Jane, approved.

Carl Ellis move to exit executive session. Heidi seconded. It was approved.

**14:20 Discuss RFL Facilities Communication**

Heidi brought up the need for more productive action. We are still waiting for the steps to be fixed. We looked at the Maintenance request. Heidi will send it to the Select Board for input on behalf of the trustees. We can look at ways to support coordination and communication. The form looks fine. Jeanne moved that Heidi will take it to the Select board. Carl seconded. All approved.

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**8.0** Future Meetings

**8.1** 14:30 Next regular board meeting 12/14/2023

**9.0** 14:31 Adjournment

The meeting was adjourned at 14:30

Respectfully Submitted, Jeanne Beckwith (Clerk)

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