

## Meeting Minutes

Roxbury Free Library

Board of Trustees' Meeting

December 14, 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), Dottie Guiffre (Vice Chair), Jane Pincus, Ryan Zajac (Library Director)

**Absent:** None

**Audience:** None

### 1.0 13:10 Call to order

The meeting was called to order at 13:10

### 2.0 13:12 Additions/Postponements of Agenda Items

None

### 3.0 13:15 Consent Agenda Items

#### 3.1 Review of minutes of 11/09/2023 meeting

The minutes of 11/09/2023 were reviewed. Heidi pointed out that we do not include details from Executive Session. These will be deleted and the minutes as amended are 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. Ryan clarified how use of the building space for meetings are recorded. Ryan discussed how the library can support the literacy initiative in Roxbury. Discussed other ways to support reading in the community. There is also interest in starting a board game night. A motion was made by Jane Pincus and seconded by Dottie Guiffre to accept the consent agenda which include the: minutes of Nov. 9<sup>th</sup>, 2023, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved

### 4.0 13:15 Additions to Agenda

It was noted that if anyone has any question regarding library activity or budget, they should directly contact the

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*\*To be approved at the next regular board meeting*

*Approved at the 01/11/2024 Meeting.*

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library trustees. All pertinent information is available to the public. Everyone is urged to attend town meeting, if possible, to be available to answer any questions.

**5.0** 13:20 **Audience**  
None

**6.0** **Old Business**

**6.1** 13:30 **Second discussion and approval of  
FY25 draft budget (executive session if  
necessary for personnel discussions)**

We have made minor adjustments to reflect small changes in costs such as postage. The overall budget is currently down around 6 percent, but this does not include any changes in salaries. It was moved to go into Executive session at 13:45. A motion was made by Heidi Albright and seconded by Carl Ellis to exit executive session and return to open session at 14:24. Vote: 5 yes, 0 abstentions, 0 no. Approved No action taken upon return to open session.

**7.0** **New Business**

**7.1** 14:15 **Coordinate Christmas gift plans**  
The board discussed the gifts. No action taken.

**7.2** 14:20 **Approval of 2024 Town Meeting RFL  
Article warnings**

A motion was made by Heidi Albright and seconded by Carl Ellis for the two Articles. Carl Ellis moved and Dottie Guiffre seconded to approve the overall budget including town allocations of \$33,000. Vote: 5 yes, 0 abstentions, 0 no. Approved

**8.0** **Future Meetings**

**8.1** 14:30 **Next regular board meeting 1/11/2024**

**9.0** 14:31 **Adjournment**

The meeting was adjourned at 14:31

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Respectfully Submitted, Jeanne Beckwith (Clerk)

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