

**Meeting Minutes**  
Roxbury Free Library  
Board of Trustees' Meeting  
February 8, 2024 at 09:00

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

- 1.0** 09:02 Call to order
  
- 2.0** 09:03 Additions/Postponements of Agenda Items  
Carl brought up that we should discuss/decide on when to hold book sale (s).  
Heidi wants to talk about the process for evaluation of library director.
  
- 3.0** 09:05 Consent Agenda Items
  - 3.1** Review of minutes of 01/11/2024 meeting  
Some discussion of dates for retreat. The minutes of were reviewed and accepted.
  
  - 3.2** Review of Treasurer's Report  
Carl wondered if we had received a recent statement from the Northfield bank. Treasurer's report was reviewed and accepted.
  
  - 3.3** Review of Library Director's Report  
Planning for the Gala on March 17<sup>th</sup>. Flower share offer for a raffle event. In April we will hold a story share gathering. In May, we'll begin an ongoing option for personal one on one story telling, possibly recorded. There was discussion of ways to link these gatherings to the park. Ryan brought up federal grant possibilities for physical rehabilitation/restoration. There was discussion of adding a porch both for comfort and for recognizability. Deadline 3/12. We are also discussing preparation for the eclipse. Roxbury Library Director's report was reviewed and accepted.

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 03/07/2024 Meeting.*

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A motion was made by Jane Pincus and seconded by Dottie Guiffre to accept the consent agenda which include the: minutes of 1/11/2024, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no.  
Approved

**4.0 09:35 Additions to Agenda**

1. Discussion of reserving dates for the book sale both for cleanup day on May 4<sup>th</sup> and for July 4<sup>th</sup>. We need to see when the official 4<sup>th</sup> celebration will be. Carl will get information from Tammy both regarding dates and reserving the space for parade day. Some discussion of future book culling.
2. Discussion of the process for Director's annual evaluation. Ryan will be submitting a self-evaluation, and the board will then draft a formal evaluation. This will be done before the next meeting.

**5.0 09:43 Audience**  
None

**6.0 Old Business**

**6.1 09:44 None**

**7.0 New Business**

**7.1 09:45 Town Meeting preparations (if any)**  
The board discussed submitting overview of program/library activity. All fiscal information has already been submitted. There has been past discussion of the library and the fire department clawback issue. The library is not concerned. No action taken.

**7.2 10:00 Spring fundraiser planning**  
The board discussed the raffle and what to offer including gift cards from Randy's, Frazier's, Bear Pond plus a painting from Jane. The list may grow. Within two weeks, we'll be ready to announce it at

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- town meeting. We will do sales at the book sale and Northfield Public Market. No action taken.
- 7.3** 10:10 **Strategic planning preparations (if any)**  
The board discussed the retreat to be held at the March 3/7 meeting 10-1. Heidi volunteered the Cloud Mountain Living Arts for the gathering. The public will be invited. Refreshments will be served. Heidi and Ryan will continue working on the library's strategic plan to be presented for discussion on the day. Discussed other library plans. Heidi is working with the Vermont Council on World development, and is now in discussion with the town planning commission. Jane thinks it would be good to connect library planning with support and linkages for the Roxbury School and the overall community. All agreed.
- 8.0** **Future Meetings**
- 8.1** 10:30 **Town Meeting 3/5/2024 at 10:00**  
**Next regular board meeting 3/7/2024 =**  
**board retreat: 10:00 - 1:00**
- 9.0** 10:31 **Adjournment**  
The meeting was adjourned at 10:31

Respectfully Submitted, Jeanne Beckwith (Clerk)

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