

Meeting Minutes
Roxbury Free Library
Board of Trustees' Meeting
March 7, 2024 at 10:00

Physical Meeting Location: Cloud Mountain Living
Arts, Pincus Rd. Roxbury
Virtual Meeting Location: Zoom
Meeting link:
Meeting ID: 598 021 2288

Present: Heidi Albright (Chair), Jeanne Beckwith (Clerk), Carl Ellis (Treasurer), Dottie Guiffre (Vice Chair), Jane Pincus, Caitlyn Santi (Assistant Library Director), Kevin Unrath (VTDOL) joined virtually, Ryan Zajac (Library Director)

Absent: None

Audience: None

1.0 10:00 Call Board Retreat to Order

The meeting was called to order at 10:06

Elect board officers

Carl Ellis nominated Heidi Albright for Chair. Jane Pincus seconded. Approved.

Heidi Albright nominated Carl Ellis for Treasurer; Jane Pincus seconded. Approved.

Heidi Albright nominated Dottie Guiffre for Vice-Chair Carl seconded Approved.

Heidi Albright nominated Jeanne Beckwith for Clerk. Carl Ellis seconded. Approved.

Kevin Unrath with VTDOL

Kevin joined by zoom and introduced himself and discussed his experience with Vermont Libraries.

He outlined a process for strategic planning and how our mission statement helps shape that process and the difference between that and a vision statement. Discussed S.M.A.R.T. Goal planning.

Strategic Planning-starting the process...

The board discussed Kevin's ideas especially about the possibility of coming up with a vision for the library. We discussed the impact of the Roxbury Village School closing and how that will impact the library. What is an ideal community? How can the library advocate for the

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community. How can the library identify the needs families will have if the school closes. How can the library help reconcile opposing points of view and be a unifying force in our community. We discussed the basic issues of unity and the struggles that can be defined. We discussed coming up with questions for a survey and ways of incentivizing folks to take it. We will come up with the possible components of a vision statement. Heidi urged us to start seeing how each of us can best contribute. Heidi and Ryan can work on Data. We can all brainstorm "vision." Dottie will take a major role. Carl suggested that we think more about being in the information business as opposed to the "book" business. He will work with Ryan on establishing an inventory of what our assets and liabilities are. Jane wants to find a way to connect with the world. We asked Caitlyn to perhaps come to the board meetings with her thoughts about what she sees as important for the library's growth. By our next meeting in April, we will commit to bringing back our individual plan of action. We will shoot to have a strategic plan in place by September.

12:27 Lunch, snack if needed

1.0 12:54 Call to order

The meeting was called to order at 12:54

2.0 12:55 Additions/Postponements of Agenda Items

Heidi proposed adding to the agenda scheduling the normal RFL board meetings and designating the agenda warning locations for meetings. No one was opposed to the suggestion.

3.0 12:56 Consent Agenda Items

3.1 Review of minutes of 02/08/2024 meeting

The minutes of 02/08/2024 were reviewed and accepted.

3.2 Review of Treasurer's Report

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Treasurer's report was not available to be reviewed and accepted.

3.3 Review of Library Director's Report

All is going well. Regular groups are meeting. We are looking for a date in April for story sharing. Looking for people to join in. Internet issues are being resolved. Library Director's report was reviewed and accepted. A motion was made by Jane Pincus and seconded by Carl Ellis to accept the consent agenda which include the: minutes of 02/08/2024, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved

4.0 13:07 Additions to Agenda

The meetings will be the Second Thursday of the Month at 9 a.m. We will post the warnings at the library, town office, and the post office. We need to make sure these times are posted on the town web page.

5.0 13:10 Audience

None

6.0 Old Business

6.1 13:10 None

7.0 New Business

7.1 13:10 Review MISS-002 Mission Statement

The last sentence regarding our vision may be something that we want to incorporate more clearly into a separate vision statement at a future meeting.

8.0 Future Meetings

**8.1 13:16 Next regular board meeting at 9 am
4/11/2024**

9.0 12:31 Adjournment

The meeting was adjourned at 14:31

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Respectfully Submitted, Jeanne
Beckwith (Clerk)

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DRAFT

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