

# Agenda\_Packet\_04-11-2024

**Agenda**  
Roxbury Free Library  
Board of Trustees' Meeting  
April 11, 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)

- 1.0 09:00 Call to order
- 2.0 09:01 Additions/Postponements of Agenda Items
- 3.0 09:05 Consent Agenda Items
  - 3.1 Review of minutes of 03/07/2024 meetings
  - 3.2 Review of Treasurer's Report
  - 3.3 Review of Library Director's Report
- 4.0 09:15 Additions to Agenda
- 5.0 09:20 Audience
- 6.0 Old Business
  - 6.1 09:25 Strategic Plan Work session
- 7.0 New Business
  - 7.1 09:55 Board consider potential policy needs for management of RFL Computer Reserve Fund
  - 7.2 10:00 Green Up Day Book Sale plans
  - 7.3 10:20 Review BYLA-003 – By Laws
  - 7.4 10:25 Coordinate library clean up
- 8.0 Future Meetings
  - 8.1 10:30 Next regular board meeting 5/9/2024
- 9.0 10:31 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.*

**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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# Library Operations Report

## Upcoming Events and Meetings

- April 7 & 21 RFL Board Game Night
- April 15 RFL Book Club
- April 19 RVS-RFL Book Parade
- April 24 RFL Closed
- April 28 RFL 90<sup>th</sup> Birthday Story Share
- May 4<sup>th</sup> Green Up Day Book Sale

## March Outreach

- In February the RFL hosted 4 programs and meeting space for 1 event (RFL Game Night, Eclipse Information Session, Risk Mitigation Meeting, and RFL 90<sup>th</sup> Birthday Gala). Attendance in these events included 72 adults and 41 children.
- Depending upon the number you look at, the 90<sup>th</sup> Birthday party held on 3/17/2024 included ~10% of Roxbury's total population in attendance (80 + attendees).
- An April issue of the Newsy was prepared

## Miscellaneous

- Caitlyn is finishing the VTDOL Cataloging training class this month.
- Ryan attended the first quarter Washington County Public Library Director's meeting.
- On a recent Selectboard meeting agenda the board put out an RFP that would include a town-hired lawncare company mowing the RFL.
- S.220 is probably on the docket for a VT. House vote this session. If passed, some changes that will directly impact our day-day operations (patron confidentiality ages), but most of the bill is geared towards the VTDOL and will indirectly impact the RFL.

## RFL Service description

- We heard from the RVS principal that the RVS Reading Buddy program we facilitated has been very successful. After the first meeting, one little girl was walking around school showing off her reading volunteer like she had just won the lottery.

## Volunteers providing service in the last month

Sally Kirn, Amy Barrett, Susan D'Amico, Carol Edwards, Chris Dorer, Zajac boys.

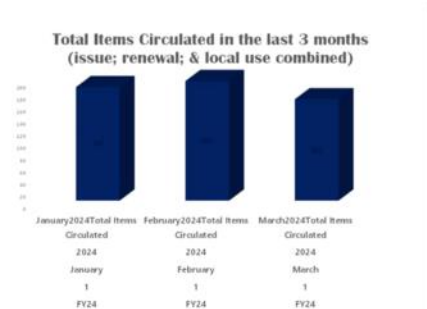
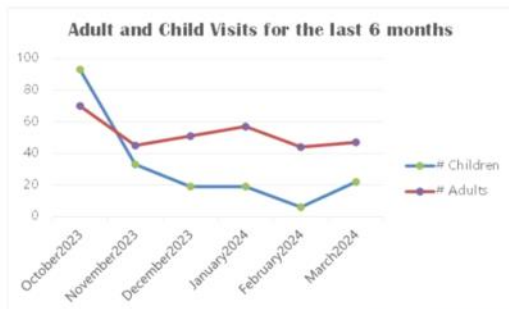
# March by the numbers Roxbury Free Library

## 69 visits

0.95 visitors per hour open

**↑ 38%**  
since February

### Summary Statistics of RFL



**8,685**  
items  
in the collection

**?**  
8  
reference  
questions  
answered

**49** e-content  
accessed

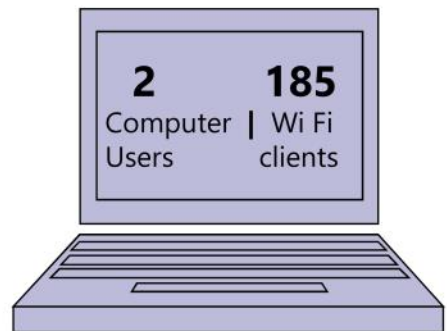
**ILL**  
6 → RFL → 2

[www.roxburyfreelibrary.org](http://www.roxburyfreelibrary.org)  
was visited 257 times in March



**0** Passes checked out  
**+ 1**  
Registered new patrons

**434** active patrons.  
**108** Registered users of LUV





<b>ID</b>	<b>Title</b>	<b>Frequency</b>	<b>Last Revision</b>
BYLA-003	By-Laws	Annually	05-08-2018

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## Article 1: Title and Authority

The name of these by-laws shall be known as the Roxbury Free Library By-laws.

Article VIII of the 2/22/1911 Roxbury Town Meeting stated: *To see if the Town will elect a board of Library Trustees and instruct such board to make application to the State Board of Library Commissioners under Section 878 and 879 of Vermont Statutes.*

The June 30<sup>th</sup> 1912 Report of the VT. Library Commissioners declared the legal establishment of the Roxbury Free Library.

*In each of the towns of Colchester, Grand Isle, Lowell, Middlebury, Roxbury, Troy, Weathersfield and Williamstown, we have established a free public library under the library law by giving to each town conforming to the requirements of that law a one hundred dollar collection of books selected with regard to the particular needs of the town.*

## **Article 2: Purpose**

The purpose of the Board of Trustees for the Roxbury Free Library is to oversee the operation of library in accordance with statutes of the State of Vermont and in accordance with the Roxbury Free Library By-laws.

## **Article 3: Fiscal Year**

The fiscal year of the Roxbury Free Library shall be July 1 through June 30.

## **Article 4: Board of Trustees**

The Roxbury Free Library shall be governed by a Board of Trustees. The Board of Trustees shall consist of five members, all elected for terms of three years each at the annual Roxbury town meeting. Terms will be staggered.

### **A. Eligibility and Election to the Board**

- A.1. Eligibility for the Board of Trustees shall be limited to adults who are residents of Roxbury.
- A.2. Newly elected Trustees will take office at the first meeting following the annual Roxbury town meeting.
- A.3. In the event of a board vacancy after the annual Roxbury town meeting the board will recommend an appropriate individual to the Roxbury Selectboard. The Selectboard will then appoint a trustee until the following annual Roxbury town meeting. The Selectboard may choose to appoint an individual of their own.

### **B. Responsibilities and Action of Board Members**

- B.1. Trustees, as stated in VSA Title 22, Chapter 3, § 143, shall have full power to manage the public library, make and revise by-laws, elect officers, establish library policy and receive, control and manage property which shall come into the hands of the municipality of Roxbury by gift, purchase, devise or bequest for the use and benefit of the library.
- B.2. Trustees shall also be responsible for long range planning of library services to the community; fundraising, budgeting and financial management of the library; maintenance of the library building; hiring a library director; maintaining and fostering strong relations between the library and the community; and serving as advocates for the library and library service.
- B.3. All the actions of the Trustees shall be as a unit of the board. No individual Trustee of the board shall act on behalf of the board, on any matter, without prior approval of the board. No Trustee by virtue of their office, shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.
- B.4. Each Trustee shall have one vote, irrespective of office held.
- B.5. A Trustee must be present at a meeting to have their vote counted.

### C. Conduct of Board Members

- C.1. Neither the library nor anyone affiliated with the library shall discriminate against any person or group on any arbitrary basis.
- C.2. No compensation may be paid to the Trustees for their services. However, Trustees may be reimbursed for their actual and necessary expenses incurred in performing duties if so authorized by the Board. If individual Trustees wish to join Vermont Library Association, they will be expected to pay the dues themselves.
- C.3. Trustees shall be under an affirmative duty to disclose their actual or potential conflicts of interest, either direct or indirect, in any matter under consideration by the Board or by a committee exercising any authority of the Board, and such interest shall be made a matter of record in the minutes of the meeting. A trustee or member of a committee having such an interest shall be permitted to make a statement with regard to the matter but shall not be permitted to participate in the discussion or decision of the matter.
- C.4. **Description of conflict.** A conflict of interest shall include any situation where a person's pecuniary or other significant personal interest, whether direct or indirect, in a matter before the Board conflicts with, or may tend to conflict with, such person's fiduciary duties to the Library. Such interest would normally include any ownership or financial interest through business, investment, or family ties, and a compensation arrangement. A matter before the Board shall include a matter before a committee exercising any authority of the Board.

### D. Termination of Board Members

- D.1. The term of office of a Trustee may be terminated prior to its expiration in any of the following ways: (i) voluntarily by a Trustee upon notice to the Library; (ii) automatically upon failure to meet qualifications for office; and (iii) involuntarily for cause by vote of the Board of Trustees provided that the accused Trustee is given adequate notice of the charges (e.g., breaking the conduct articles above) and the opportunity to respond in person or in writing. A Trustee who is absent from two consecutive board meetings or three meetings in a year, unless excused by the Board, shall be presumed to have resigned.

## Article 5: Board Officers

- A. The officers of the Board shall be the Chairperson, Vice-Chairperson, Secretary and Treasurer, elected annually by the Board at the annual meeting in April each year. These officers shall serve for a period of one year. Vacancies of officers shall be filled by election of the Board.
- B. The Chairperson shall preside at all meetings of the Board, shall issue notice of all regular and special meetings, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board of Trustees, serve as an ex-officio voting member of all committees, and perform other duties as determined by the board.

- C. The Vice Chairperson, in the event of the absence or disability of the Chairperson, or of a vacancy in that office, shall assume and perform the duties and functions of the Chairperson.
- D. The Secretary shall keep a true and accurate record of all meetings of the Board and shall perform such other duties as determined by the board.
- E. The Treasurer shall be the disbursing officer of the Board and shall perform such other duties as determined by the board.
- F. In the absence or inability of an officer to perform duties, their duties shall be performed by such other members of the Board as the Board may designate.

### **Article 6: Library Director**

- A. The Board shall appoint a Library Director who shall be the executive officer of the library under the direction and review of the Board and subject to the policies established by the Board. They will develop and implement responsive, effective services for the community; will employ and direct the staff and volunteers; will operate the library under the financial conditions contained in the annual budget; and will share responsibility with the Board of Trustees for the care of the buildings and equipment.
- B. The Library Director shall attend all board meetings except any portion of a meeting at which their appointment or salary is discussed or decided. The Library Director shall render and submit to the Board monthly reports and make recommendations of such policies and procedures, which, in the opinion of the Library Director, will improve efficiency and quality of library service.
- C. An annual evaluation of the Library Director will be done by the Board.

### **Article 7: Committees**

- A. A nominating committee shall be appointed by the Chairperson three months prior to the annual Roxbury town meeting. Other candidates interested in serving on the Board can obtain the necessary papers from the Town Clerk so they can be placed on the Town Meeting Ballot.
- B. Committees for specific purposes may be appointed by the Chairperson. Such committees shall serve until the completion of the work for which they were appointed. Committees may include members of the community with particular expertise or interest, but there should be at least one Trustee on each committee.
- C. All Committees shall make a progress report to the Board at each of its meetings.
- D. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific powers to act.

## **Article 8: Board Meetings**

- A. Regular meetings shall be held each month, the date and hour to be set by the Board. All Trustees are expected to attend all meetings of the board unless excused by the Chairperson for a particular reason.
- B. Special meetings of the Board may be called at any time by the Chairperson or upon the request of three members for a specific purpose.
- C. Executive session is available for a instances when board work includes sensitive matters or confidential information. Outside of executive session, all meetings of a majority of the Board are public meetings, during which members of the public may address the Board on any issue on its agenda, subject to reasonable rules to ensure order and civility.
- D. The Trustees shall make a report at the annual Roxbury town meeting of the library activities, of the condition of the library and of the management and expenditure of moneys as have come into their hands.
- E. A simple majority of the Trustees currently holding office shall constitute a quorum for conducting all business. If a quorum is not present at a regular meeting, the attending Trustees may set a date for another meeting to be held within two weeks, and the Chairperson shall notify the absent Trustees of this specially called meeting.
- F. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient:
  - i. Roll Call of Members
  - ii. Secretary's report
  - iii. Treasurer's report
  - iv. Library Director's report
  - v. Committee reports
  - vi. Unfinished business
  - vii. New business
  - viii. Period for Public Expression
  - ix. Adjournment
- G. Agendas for regular and special meetings and minutes of meetings will be posted according to the Vermont Open Meeting Law.

## **Article 9: Budgetary and Financial Procedures and Responsibilities**

- A. The Trustees have "full power" to spend the voter-approved appropriation from the general fund, grants of money, as well as money raised by the library through fundraising efforts, as outlined in the library budget. Money shall be deposited in the library account kept by the Roxbury Town Clerk. Payments shall be made from this account against submissions of the library director when approved by the

library treasurer of the board or upon submission approved by any two of the library trustees.

- B. The operating and financial reports for the previous year shall be presented at the regular meeting in July.
- C. The preliminary budget for the subsequent fiscal year, as prepared by the Library Director and Treasurer, should be presented to the Trustees in November each year.
- D. The final budget for the subsequent fiscal year shall be presented (and approved by the Board assuming all is in order) at the December meeting.

### **Article 10: Review and Amendments**

These By-Laws will be reviewed annually in April. These By-Laws may be amended or repealed in accordance with the procedure set forth relating to adoption of ordinances and rules in VSA Title 24 Chapter 59, Section 1976.

Date of adoption 05-08-2018

#### Record of Adoption

Approved	<u>3</u>
Abstentions	<u>0</u>
Opposed	<u>0</u>