

Meeting Minutes
Roxbury Free Library
Board of Trustees' Meeting
May 9, 2024 at 09:00

Physical Meeting Location: Roxbury Free Library
Virtual Meeting Location: Zoom
Meeting link: <https://us02web.zoom.us/j/5980212288>
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 09:00 Call to order

The meeting was called to order at 9:15, slight delay with getting Zoom to work. All trustees present (Jane and Jeanne attending remotely). Jeanne requested someone else take notes, so Heidi acted as interim clerk.

2.0 09:01 Additions/Postponements of Agenda Items

None

3.0 09:05 Consent Agenda Items

3.1 Review of minutes of 04/11/2024 meetings

The minutes of 04/11/2024 were reviewed and there were no changes.

3.2 Review of Treasurer's Report

Treasurer's report was reviewed. Everything looks good and on track for the end of the fiscal year.

3.3 Review of Library Director's Report

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 00/00/202x Meeting.*

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Library Director's report was reviewed and discussed. Highlights included some kids' summer program funding that was awarded, calendar is full with a good number of programs and meetings.

A motion was made by Carl Ellis and seconded by Jane Pincus to accept the consent agenda which include the: minutes of 04/11/2024, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved

4.0 09:15 Additions to Agenda

None

5.0 09:20 Audience

None

6.0 Old Business

6.1 09:25 Strategic Plan Work session

The board discussed various aspects of the SWOT analysis and topics related to the Strategic Planning. Our next step is to create a survey for the community to assess needs, especially around kids/no school, and Jane/Jeanne will work on this together. As suggested by Kevin of DOL and his presentation at our retreat, we will look at the Ten Steps to Improve VT Communities by the VCRD and include them in the questionnaire. We will incentivize the survey with a free raffle ticket. Ryan will compile some more data/inventory and use of libraries that are of similar size so we see where we are. He mentioned there are 8 smaller than ours (physically) and 39 that serve a smaller population. There is curiosity around distance between schools and the local libraries, how distance

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(or local school closure) affects usage. Dotti will revisit the vision statement. No action taken.

6.2 09:45

**Policy discussion connected to
Computer Reserve Fund**

The board reviewed the inventory of computer hardware and other devices (projector etc.) in a spreadsheet, including when items were purchased and notes on functionality. It is helpful to see them listed out, and Ryan identified the circulation desk computer, a new tablet, and new projector for programs were priorities for replacement. He and Carl will draft a policy with guidelines for spending our Computer Reserve Fund in a responsible way. No action taken.

7.0 New Business

7.1 09:55

**2024 Farmer's Market and July 4th
Fundraising Plans**

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The board discussed who would attend the Farmer's Market to set up our table there and sell raffle tickets. Heidi/Jane will make posters, Carl will be our main point person. Ed C. has volunteered to help. No action taken.

8.0 Future Meetings

8.1 10:30 Next regular board meeting
6/13/2024

9.0 10:31 Adjournment

The meeting was adjourned at 10:19

Respectfully Submitted, Heidi Albright (Acting clerk)

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