

Agenda_Packet_05-09-2024

Agenda
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:
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 04/11/2024 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
 - 6.2** 09:45 Policy discussion connected to Computer Reserve Fund
- 7.0** New Business
 - 7.1** 09:55 2024 Farmer's Market and July 4th Fundraising Plans
- 8.0** Future Meetings
 - 8.1** 10:30 Next regular board meeting 6/13/2024
- 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.*

Agenda
Roxbury Free Library
Board of Trustees' Meeting
April 11, 2024 at 09:00

Physical Meeting Location: Roxbury Free Library
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Present: Heidi Albright (Chair), Jeanne Beckwith (Clerk), Dottie Guiffre (Vice Chair), Jane Pincus, Caitlyn Santi (Assistant Director, remote), Ryan Zajac (Library Director)
Absent: Carl Ellis (Treasurer)
Audience: None

- 1.0** 09:12 **Call to order**
The meeting was called to order at 09:12
- 2.0** 09:13 **Additions/Postponements of Agenda Items**
None
- 3.0** 09:14 **Consent Agenda Items**
 - 3.1** **Review of minutes of 03/07/2024 meetings**
The minutes of 03/07/2024 were reviewed and accepted.
 - 3.2** **Review of Treasurer's Report**
Treasurer's report is postponed
 - 3.3** **Review of Library Director's Report**
Library Director's report was reviewed and accepted. The 90th Birthday Gala was well attended. There was solid support. Overall, March was a good month for the library. The reading program with the school is very successful. The library is now included in the mowing cycle for the town. There will be a book parade from the school to the library on 4/19. It will be advertised. Ryan attended the library advocacy day at the State House. There was meeting of Library Directors that Ryan attended. There was discussion of what happens with the school library after the school is closed. The Newsy has not hit the post yet. The eclipse information resource was lightly attended. A motion was made by Jane Pincus and seconded by Dottie Guiffre to accept the consent agenda which include the: minutes of 03/07/2024 and Library Director's report. Vote: 4 yes, 0 abstentions, 0 no. Approved
- 4.0** 09:36 **Additions to Agenda**
None
- 5.0** 09:36 **Audience:** Caitlin is here for strategic planning.

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**To be approved at the next regular board meeting
Approved at the 00/00/202x Meeting.*

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None

6.0 Old Business

6.1 09:37 Strategic Plan Work session

The board discussed strengths, weaknesses, opportunities, and threats. Dottie Guiffre handed out her thoughts on each. Discussion of strengths ensued. Looking at the data, Heidi pointed out that, over time, visitations seem relatively high. Discussion of how visitations are counted. Keeping track of online transactions is a challenge. Discussed other types of contact such as Wi-Fi users. Discussed contact with the camp over time. Digital users are out there. Our "free" on-line service is utilized often. We need to keep our in-person service as a priority. The staff is all-important to the process. The library carries the history of the town. It is a model for the importance of literacy for all. It is a shared open space for all. The building is in good shape. Weaknesses include limited budget. Parking is limited. The library is small with no privacy option. Recruitment of volunteers is hard. Dottie G. talked about establishing an internship for young people. Next, we discussed opportunities. Spaces in the village may be available. Collaboration with other libraries could grow. Norwich student volunteers could be tapped. Threats. Funding cuts. There are trends in the world to not support public service. Flooding in the coming years. We should think about getting a sump pump. Power outages are a threat. We should think about a generator. Does the library have a responsibility to help in emergencies? This warrants further discussion. Heidi is going to consolidate this conversation along with written material. Jane and Jeanne will share a proposed community questionnaire to get a sense of what will best serve the community. We discussed ways of incentivizing participation. Ryan will continue working on library collaboration. No further action necessary at this time.

7.0 New Business

7.1 10:45 Board consider potential policy needs for management of RFL Computer Reserve Fund

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Ryan brought up the need to use monies for upgrading the tablet we have. He discussed his concerns about worst case scenarios. We need to survey our current electronic equipment to stagger future possible expenditures. We discussed using monies in a reasonable way. We will work on a general plan for how to utilize the computer reserve monies without Ryan's having to come back to the board for approval in an emergency. The by-laws cover some of this. We will examine the gift policy to see if it can be amended to include the computer reserve fund. Ryan, Heidi, and Carl will bring a proposal to the next meeting. No further action taken.

- 7.2 11:00 Green Up Day Book Sale plans**
The board discussed plans for book sale 10-2 on May 4th. Set up the morning of the 3rd, clean-up on 5th at a time to be determined. We think that an ad in the Northfield News would be a good idea. No action taken.
- 7.3 11:05 Review BYLA-003 – By Laws**
The board will continue review. No action taken.
- 7.4 11:10 Coordinate library clean up**
The board discussed spring cleaning. Ryan does not see a need for extended action. No action taken.
- 8.0 Future Meetings**
- 8.1 Next regular board meeting 5/9/2024**
- 9.0 11:20 Adjournment**
The meeting was adjourned at 11:20

Respectfully Submitted, Jeanne Beckwith (Clerk)

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Library Operations Report

Upcoming Events and Meetings

- May 13 RFL Book Club
- May 14 First Northfield Farmers' Market (3:00 - 6:00 tentatively)
- May 19 RFL Board Game Night
- May 19 Synkova family history presentation
- June 12 RVS Field Day
- June 17 Tim Sieling show at RVS

April Outreach

- In April the RFL hosted 5 programs and meeting space for 2 events (RFL Game Night, Adult Book Club, RVS Book Parade, Risk Mitigation Meeting, MRPS Budget Info Meeting; and RFL 90th Birthday Story Share). Attendance in these events included 34 adults and 50 children.
- We distributed more than 125 pairs of solar eclipse viewing glasses over the spring. Surprisingly, we collected and sent approximately that many back out to an organization distributing those same glasses in So. America for the next visible eclipse.

Miscellaneous

- Caitlyn finished, in April, the VTDOL Cataloging training class.
- Ryan attended in Mar. an OCLC biblioshare training, the VLA VT. Library Advocacy day at the Statehouse, and will be attending a solo library safety training video on May 10.
- We applied for an \$300 VTDOL Summer Performer's grant.
- Here at the beginning of April, believe it or not, the end of the fiscal year is our priority for the next month or so.
- RFL exterior bench is maintained and on the lawn for use again.

RFL Service description

- Patron comment from the spring of 2024: " Thank you! What an amazing little library our town has."

Volunteers providing service in the last month

Amy Barrett, Susan D'Amico, Carol Edwards, Chris Dorer, and the five RVS reading volunteers.

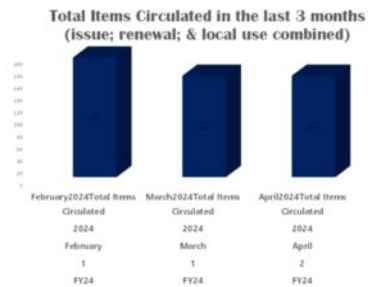
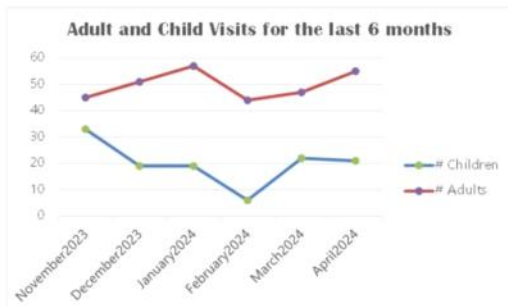
April by the numbers Roxbury Free Library

76 visits

1.041 visitors per hour open

↑ 11%
since March

Summary Statistics of RFL





8,685
items
in the collection

?
9
reference
questions
answered



37 e-content
accessed


ILL
12 → RFL → 9

www.roxburyfreelibrary.org
was visited 142 times in April



0 Passes checked out

+ 1
Registered new patrons



436 active patrons.

108 Registered users of LUV



4 Computer Users

192 Wi Fi clients