

# Meeting Minutes

Roxbury Free Library  
Board of Trustees' Meeting  
July 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)

**Present:** Heidi Albright (Chair), Jeanne Beckwith (Clerk) (On Zoom), 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 09:01
- 2.0** 09:01 Additions/Postponements of Agenda Items  
None
- 3.0** 09:05 Consent Agenda Items
  - 3.1** Review of minutes of 05/09/2024 meetings  
The minutes of 05/09/2024 were reviewed and accepted.
  - 3.2** Review of Treasurer's Report  
Treasurer's report was reviewed and accepted.
  - 3.3** 09:37 Review of Library Director's Report  
Library Director's report was reviewed and accepted.  
Discussion of what to do with books from the school closure, such as how to integrate their books into ours. Discussed what will happen with the school building and how that might affect us. Discussed the garden project. A motion was made by and seconded by to accept the consent agenda which include the: minutes of 05/09/2024, Treasurer's report, and Library Director's report. Jane moved to accept all. Dottie seconded. Vote: 5 yes, 0 abstentions, 0 no. Approved
- 4.0** 09:37 Additions to Agenda  
None
- 5.0** 09:37 Audience  
None

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 08/15/2024 Meeting.*

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**6.0 Old Business**

**6.1 09:38 Strategic Plan Work session**

The board discussed the questionnaire. Heidi has worked on suggested changes. More boxes, fewer open ended questions. Discussed what might be our target audience and what responses would be most helpful. Talked about ways that we use the information to further define our planning. Discussed using both paper and digital formats. Discussed how to ensure we get a random sampling. This is difficult. The questionnaire could include a blank indicating how they got the questionnaire. Discussed adding a box indicating if/how they use the library. Talked about incentives. We should include a question about the Newsy. Heidi will reformat and send it around to the board for input. Ryan discussed how we match up with other libraries with comparable populations. No other action taken.

**7.0 New Business**

**7.1 10:15 Review BYLA-002 Trustee Calendar**

Moved the fiscal review from July to August. A motion was made by Carl and seconded by Heidi to approve. Vote: 5 yes, 0 abstentions, 0 no. Approved

**7.2 10:20 S.220 passage into law**

Ryan explained the law and activity around it. Library policy will be updated to reflect our compliance. No action taken.

**7.3 10:30 2024 Open Meeting Law changes**

The board discussed the changes. Audio files will be posted. No action taken.

**7.4 10:35 FY24 Financial Review**

The board discussed the process. Tabled. No action taken.

**7.5 10:36 Newsy review discussion**

The board discussed the review. Heidi would like to talk more about how the Newsy has evolved. Do we want to develop an

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editorial policy regarding keeping content strictly informational about community and town history, events, meetings, and resources as a neutral and open publication? Let's talk more about how this should be expressed. Board members are to come to the next meeting with prepared statements on the theme of "submission guidelines" to begin a more thorough discussion on that topic. No action taken.

**8.0** Future Meetings

**8.1** 10:53 Next regular board meeting 8/8/2024

**9.0** 10: Adjournment

The meeting was adjourned at 10:59

Respectfully Submitted, Jeanne Beckwith (Clerk)

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