

**Meeting Minutes**  
Roxbury Free Library  
Board of Trustees' Meeting  
August 15 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)

09:15 Call to order

**Members Present:**

Dottie Guiffre, Carl Ellis-departed at 9:45, Jeanne Beckwith, (Clerk) [Late: Heidi Albright, (Chair) and Jane Pincus.] Ryan Zajac (Library Director)

As Vice-Chair, Dottie called the meeting to order at 09:15  
Heidi took over at 9:28

**2.0** 09:15 Additions/Postponements of Agenda Items  
None

**3.0** 09:15 Consent Agenda Items

**3.1** Review of minutes of 07/11/2024 meetings  
The minutes of 07/11/2024 were reviewed and accepted.

**3.2** Review of Treasurer's Report

Treasurer's report was reviewed and accepted.

Carl noted that nothing remarkable in the end of year report.

**3.3** 09:35 Review of Library Director's Report

Library Director's report was reviewed and accepted.

Numbers were up. Some camp traffic. At least a few have been in as part of a public library tour. Continued discussion with the Fire Dept. about There is continued work on sorting out books from the Roxbury school. A motion was made by Dottie Guiffre and seconded by Carl Ellis to accept the consent agenda which include the: minutes of 07/11/2024, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved

**4.0** 09:35 Additions to Agenda  
None

**5.0** 09:35 Audience  
None

**6.0** Old Business

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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**6.1 09:36 Strategic Plan work session**

Heidi has created a master copy of the questionnaire that Jane and Jeanne developed which included a few more programs and feedback. We discussed how to come up with a random list to send it out, using a computer program. We discussed how to define the target population, and how to solicit feedback from people who do not use the library. Ryan suggested that we send an initial announcement giving potential respondents a heads up. The group came up with various strategies for soliciting responses. We could use a patron's list vs. a list of random individuals. Jeanne suggested a pilot program at the community dinner. Other places to explore could be the town office, and Randy's store. Others are possible. The group continued the discussion. It was agreed that the next step should be to distribute the re-done questionnaire with stamped return envelopes at the August 30 dinner, and the Fiddler's at the green on the 31<sup>st</sup>. It was agreed that Jane and Jeanne will work on the digital version and be ready for the distribution.

**7.0 New Business**

**7.1 10:15 Review PERS-001 & 002 Personnel policy and Director Job Description.**

We need to be consistent in our use of pronouns. We will continue reviewing.

**7.2 10:15 Review ALA Freedom to Read statement (in relation to our Collection Development policy)**

Ryan suggested that we make it our policy to refer to "the current text" to account for possible changes. Dottie Guiffre moved to adopt this. Jane Pincus seconded it. Approved by all.

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- 7.3** 10:22 **Draft technology and budget policy**  
The board discussed the policy regarding replacement timeframe. It seems fiscally responsible. We reviewed the policy. It will be tabled for a vote at the next meeting 9/12/24.
- 7.4** 10:30 **FY24 Financial review**  
Carl discussed this earlier. No action taken.
- 7.5** 10:31 **Newsy review discussion**  
Heidi presented a draft of a possible format for reviewing the Newsy. The Director would be the final decision maker for content. We prioritize Roxbury centered information but there may be some exception. Also, it may be possible that we can make some distinction between submissions by individuals or organizations. Discussed one possible purpose of the Newsy is to provide as broad a forum as possible for communicating community and cultural activity. If there was some question regarding content, grammar, or eligibility, the library trustees, the director, and designees. as needed would be the ultimate editorial board. There was some discussion of the amount of content, and how to handle those times when there is not enough material to fit our format. There was discussion of how to establish priorities. There was discussion of deadlines. Heidi will incorporate suggested changes and bring back a revised draft. No action taken.
- 8.0** **Future Meetings**
- 8.1** 11:45 **Next regular board meeting 9/12/2024**
- 9.0** 11:45 **Adjournment**  
The meeting was adjourned at 11:45

Respectfully Submitted, Jeanne Beckwith (Clerk)

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