

Agenda_Packet_09-12-2024

Agenda
Roxbury Free Library
Board of Trustees' Meeting
September 12 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 08/15/2024 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 10:05 Plan Celebration of Support
 - 7.2 10:10 Review of Newsy policy
 - 7.3 10:15 Reading and adoption of FINC-002 RFL Technology Policy
 - 7.4 10:25 Executive session for personnel evaluation
- 8.0 Future Meetings
 - 8.1 10:30 Next regular board meeting 10/10/2024
- 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
August 15 2024 at 09:00

Physical Meeting Location: Roxbury Free Library
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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

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**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 31st. 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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Library Operations Report

Upcoming Events and Meetings

- 9/8 and 9/22 RFL Game Night
- 9/22 Banned Books Week
- 9/24 Socratic Lunch Program
- 9/30 Adult Book Club

August Outreach

- In August the RFL hosted 2 programs and meeting space for 0 events (RFL Game Night). Attendance in these events included 7 adults and 9 children.
- The fire extinguisher safety event proposed for September will not happen. We are considering posting general safety notices to the website to support National Safety Awareness month in lieu of an in-person event.
- We provided 2 home-book deliveries in August.

Miscellaneous

- The RVS collection work is beginning on 9/12 and we'll have volunteers meeting with us weekly on Thursdays to move ahead with that work.
- The RFL was unexpectedly closed on Saturday 8/24 due to staffing availability.

RFL Service description

- Not the first time, but again this summer we've arranged and facilitated literacy tutoring sessions between a community member and local youth.

Volunteers providing service in the last month

Rich Smith, and Judy Lusk.

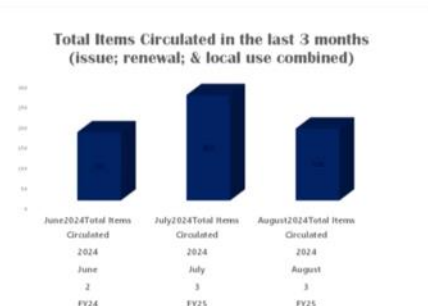
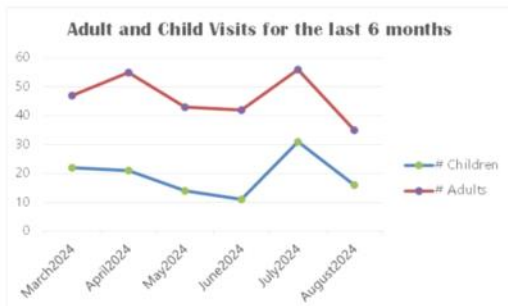
August by the numbers Roxbury Free Library

51 visits

0.74 visitors per hour open

↓ 42%
since July

Summary Statistics of RFL





8,743
items
in the collection

?
9
reference
questions
answered



55 e-content
accessed


ILL
4 → RFL → 8

www.roxburyfreelibrary.org
was visited 105 times in August



1 Passes checked out

+ 1
Registered new patrons



315 active patrons.

109 Registered users of LUV



6 Computer Users

189 Wi Fi clients

DRAFT of Newsy policy

Purpose

The purpose of this policy is to set clear guidelines regarding publication procedures for the Roxbury Newsy, a quarterly publication of the Roxbury Free Library (RFL) made available in print to Roxbury residents, and in a digital format to the general public on the RFL website.

Newsletter Purpose

The primary purpose of the Newsy is to be an informational resource for community and cultural activities in and around Roxbury, Vermont. We provide an opportunity to the Town, its employees, community organizations, and Roxbury community members to publish information regarding governmental and community items of public interest.

The Newsy will also publish more personal art, poetry, or other creative work on a first-come, first-served basis that is subject to the same guidelines for publication as the informational articles and announcements. This is intended to enrich the newsletter and to celebrate the many diverse talents of our community.

The following guidelines are intended to provide equitable and standardized publication procedures to insure [ensure??] that publications in the Roxbury Newsy are accurate and reflect public and group activities of public interest that are focused on the Town of Roxbury or provide information to assist our community members.

Publication Procedures

Articles and other information submitted for publication in the Roxbury Newsy are published at the determination of the Roxbury Free Library Board of Trustees and the Library Director. All material will be submitted to and reviewed by the Director before being accepted. Work shall be submitted in as finished a format as possible, and may be edited for length or clarity while attempting to preserve the original “voice” of the author.

Submission Deadlines

All submissions intended to be printed in the Roxbury Newsy must be provided to the Library Director prior to the deadlines below for such submissions. The deadlines for submission are as follows:

- December 15— to be published January 1
- March 15— to be published April 1
- June 15— to be published July 1
- September 15— to be published October 1

DRAFT of Newsy policy

Space Guidelines and Priority for Published Material

The Roxbury Newsy is limited on available space. Material will be published as space allows, with priority given to town governance, community organizations and library events. Personal submissions are published on a first-come, first-served basis.

Editorial Guidelines

The Newsy editorial board, consisting of the Library Director, the Board of Trustees and their designees, shall have the ability and responsibility to reject submissions that do not conform to these guidelines or to make such general editorial changes to all submissions and to publish them within the Newsy in the most effective and cost effective manner. The Library Board of Trustees has final editorial control of all submissions.

In order to maintain non-partisan publications, the Newsy will not accept submissions that are partisan or political, that advocate for or against one position or another in a political manner, that advocate for or against any political candidate, whether a national, state or local candidate, or advocate for or against any religious or fraternal group or organization. Political group meeting announcements are acceptable as long as they are open to members of the general public.

All submitted photos must be used with permission of the photographer, and permission of the person being photographed (if applicable).

All personal and community organization submissions must contain the author's name and contact information.

All community organizations, committees or Town officers are fully responsible for reviewing and approving their own submissions for accuracy before submitting.

Submissions by Individuals and Community Organizations

The RFL/Newsy will attempt to publish all submitted notices and articles by a community member or organization, unless there is insufficient space available or if deemed unacceptable for publishing by any section of this policy.

In order for a submission from individuals and/or community organizations to be considered, accepted and published in the Roxbury Newsy, the following criteria must be met:

DRAFT of Newsy policy

- The contributor or organization has a lawful purpose which does not pose a threat to public order, to the safety of the public, or to the safety of any individual.
- The contributor or organization does not have as its primary purpose marketing products or services or making a profit, unless the event is determined to be a community event or community information benefiting the community in general.
- Provides community with information about a community event or useful information to the community that is non-partisan.
- For creative/personal submissions, must be the original work of the individual and meet all submission guidelines for acceptable content.
- **Any articles and notices submitted by individuals and community organizations may not contain profane language, sexual content, content that promotes, fosters or perpetuates discrimination on the basis of race, color, age, religion, gender, marital status, status with regard to public assistance, national origin, sexual orientation, or physical or mental disability, defamatory statements, content that advocates violence or unlawful activity, or which poses a threat to public safety or security, or towards any individual.**

ID	Title	Frequency	Last Revision
FINC-002	RFL Technology Policy	Annually	x/x/2024

Roxbury Free Library Technology and Computer Reserve Fund Policy

The Roxbury Free Library Board of Trustees support access to all kinds of technology and tele-communications services through the RFL. In support of that goal, the RFL will strive to prepare for consistently maintaining a collection of up to date and functional devices available to patrons and staff. Part of that work is preparing financially to take on the costs of maintaining and replacing those machines that are being used to provide the tele-communication services for RFL patrons and staff. Established by the voters of Roxbury at Roxbury’s Town Meeting in 2023, the RFL’s Computer Reserve Fund is an important tool in achieving the objectives of this policy. This policy is in part to provide the guidelines for managing said Computer Reserve Fund since proper execution of this policy will ensure the above objectives are met with responsible financial management.

Policy Expectations

The Library Director will ensure a hardware and software inventory is maintained of all the devices and machines owned by the RFL (i.e. “hardware”). The inventory will include, but is not limited to: date of purchase and initial use of each device, a suggested date for when to potentially replace each device based on intended use, software use, demand, and product obsolescence. The inventory will be used to inform the annual process of drafting a proposed budget for the next fiscal year.

Related to software, all machines should be running the current version or most recent prior (current -1) version of manufacturer-released software packages needed for

the machine to serve its purpose. If an RFL-owned system is found to be running an older version (current -2 or older) of any software package, it will be upgraded to the most recent version as soon as possible. If the machine is not able to support the current software package it will be replaced with a machine capable of providing the necessary software package. This type of machine capacity replacement provides an opportunity to transition other devices to different roles than their initial purchase since their lifecycle can often exceed their capacity capabilities. As long as the objectives of this policy are being met, there is no reason not to use replaced machines in supportive roles at the RFL when staff have a need for their use.

Reserve Fund Execution

Based on best practice recommendations at the time of this policy adoption, Table 1 shows generally accepted replacement guidelines for the kinds of devices likely to be available at the RFL. If a hardware item is determined to be irreparable or if the cost to repair exceeds the current market value of the item, the item may be replaced earlier than indicated in the table referenced above with all costs for replacement covered by the RFL operating budget. If RFL staff elects to replace an item using RFL Computer Reserve funds earlier than the identified replacement cycle, the RFL board must approve the request.

Table 1

Type	Description	General replacement timeframe
Laptop computers	N/A	Fiscal year immediately after 4 th year of use
Workstation computers	Generally considers the CPU and monitor a single unit.	Fiscal year immediately after 5 th year of use
Personal digital assistant devices	Electronic Tablets, media playing devices, etc...	Fiscal year immediately after 3 rd year of use
Network infrastructure	Routers, Access points, Repeaters, and other	Fiscal year immediately after 5 th year of use

	devices	
Peripherals	Printers, Scanners, Monitors, Projectors, etc...	Fiscal year immediately after 7 th year of use

Date of adoption x-x-24 _____

Record of Adoption

Approved 0

Abstentions 0

Opposed 0