

**Meeting Minutes**  
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)

**Present:** Heidi Albright (Chair), Jeanne Beckwith (Clerk), Carl Ellis (Treasurer), Dottie Guiffre (Vice Chair), Jane Pincus, Ryan Zajac (Library Director)

**Absent:** None

**Audience:** Rene Bouchard

**1.0** 09:08 Call to order

The meeting was called to order at 13:01

**2.0** 09:08 Additions/Postponements of Agenda Items

**3.0** 09:05 Consent Agenda Items

**3.1** Review of minutes of 08/15/2024 meetings

The minutes of 08/15/2024 were reviewed and accepted.

**3.2** Review of Treasurer's Report

Treasurer's report was reviewed and accepted.

**3.3** Review of Library Director's Report

Library Director's report was reviewed and accepted. August a bit slow as usual. Dinosaur Program went on. 25-30 people attended. It was successful and fun. Future programs are being planned. Ryan will be working on integrating Roxbury School collection into ours. We can continue storing what we do not keep. A Vermont Public Library Foundation grant of \$25,000 is awarded to us and will be used for the facility. A motion was made by Jane Pincus and seconded by Dottie Guiffre to accept the consent agenda which include the: minutes of 08/15/2024, and Library Director's report. We will come back to the treasurer's report when Carl Ellis available.  
Vote: 4 yes, 0 abstentions, 0 no. Approved

**4.0** 09:20 Additions to Agenda

None

**5.0** 09:20 Audience

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.*

*Approved at the 10/10/2024 Meeting.*

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Rene Bouchard was present. He brought up auditors' report. Discussed costs he saw in our minutes and discussed how we could save money. Ryan asked about deadlines for auditors' report. He didn't know. He left.

Carl Arrived at 9:25. We reviewed monthly finance report for August. The library Grant will be figured in a separate account. We will continue working on its administration. Dottie Guiffre moved to accept the treasurer's report. Jane Pincus seconded. Vote: 5 yes, 0 abstentions, 0 no. Approved

## 6.0 Old Business

### 6.1 09:30 Strategic Plan work session

The board discussed plans for the questionnaire. We will work on the digital format. Heidi suggested we be more concise in what/how many questions. What will be most helpful information for planning.

Heidi brought up whether the possibility of whether moving the library to the school building should be among the questions we ask. Another question (s) could be about how the Facilities contribute to use of the library. Jane and Jeanne will obtain a printed copy of the questionnaire. We want to clarify what our public wants/needs from the library, so that we can make sure that the RFL is able to meet that public need.

Besides the questionnaire, we discussed what other planning needs we should also be investigating how different towns with or without a public school utilize the local library. There was discussion of how our square footage compares to other libraries serving 1000 patrons. Planning should include how private vs. municipal libraries function. Another point of comparison would be socio-economic status of the community served. Our having a strategic plan accounting for many variables will be helpful in looking at our options for the future. Many community groups are having these

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conversations. There was continued discussion of various considerations concerning safety and patronage.

For now, Jeanne and Jane will take another hard look at how the questionnaire can help in all these areas. They will meet and bring suggestions back to the board.

No further action taken.

**7.0 New Business**

**7.1 10:16 Plan Celebration of Support**

The board discussed dates for celebrating volunteers/supporters. Ryan suggests we not do the holiday weekend. Heidi has conflicts. We may need to look at November. Ryan will be surveying for attendance and contact us by e-mail. No action taken.

**7.2 10:20 Review of Newsy policy**

The board discussed the draft. There was some conversation about appropriate submissions and timelines. We discussed putting a link on the RFL website to the Roxbury Front Porch Forum. Discussed that our purpose is not to be any kind of discussion forum. Suggested that we include religious organizations along with political groups as groups who can advertise meetings that are open to the public. We will add to the policy under editorial guidelines that we do not publish opinion pieces or letters to the editor. We need to make sure that we have clear and correct information about how submitted information/material is confirmed as reliably speaking for the organization/group represented. Policy will be edited to reflect this. We discussed the need for a sub-committee to approve flagged submissions. This would require public warning. Perhaps all we need is the director and one back up trustee/designee(s) to be acting as initial reviewers/editors. This would call for a minor change in wording in the policy. Change an "and" to an "or" in the first entry under "Editorial Guidelines." Heidi will work on the policy and send it out to vote on next time. No action taken.

**7.3 11:05 Reading and adoption of FINC-002 RFL Technology Policy**

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We discussed last time. Group reviewed. A motion was made by Carl Ellis and seconded by Heidi Albright to approved.

Vote: 5 yes, 0 abstentions, 0 no. Approved

**7.4 11:10 Executive session for personnel evaluation**

A motion was made by Jane Pincus and seconded by Carl Ellis to enter into executive session at 11:10 to discuss. Vote: 5 yes, 0 abstentions, 0 no. Approved

A motion was made by Jeanne Beckwith and seconded by Jane Pincus to exit executive session and return to open session at 11:34. Vote: 5 yes, 0 abstentions, 0 no. Approved

No action taken upon return to open session.

**8.0 Future Meetings**

**8.1 11:35 Next regular board meeting 10/10/2024**

**9.0 11:35 Adjournment**

The meeting was adjourned at 11:35

Respectfully Submitted, Jeanne Beckwith (Clerk)

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