

# Meeting Minutes

Roxbury Free Library

Board of Trustees' Meeting

November 14 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), Jane Pincus (On Zoom), Ryan Zajac (Library Director)

**Absent:** Dottie Guiffre (Vice-Chair)

**Audience:** None

## 1.0 09:09 Call to order

The meeting was called to order at 09:09

## 2.0 09:09 Additions/Postponements of Agenda Items

None

## 3.0 09:09 Consent Agenda Items

### 3.1 Review of minutes of 10/10/2024 meetings

The minutes of 10/10/2024 were reviewed. The Consent Agenda should read that There were four approving votes for the Consent Agenda. Otherwise, minutes were good.

### 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. Trunk or Treat was very well attended. The bathroom window will be repaired. The "No Strings" show will be 11/20 at 4 p.m. in the town hall. A motion was made by and seconded by to accept the consent agenda which include the: minutes of 10/10/2024, Treasurer's report, and Library Director's report. Vote: Carl Ellis moved to accept. Jane Pincus seconded. 4yes, 0 abstentions, 0 no. Approved

## 4.0 09:20 Additions to Agenda

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.*

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**5.0** 09:20 Audience

None

**6.0** Old Business

**6.1** 09:21 Strategic Plan work session

The board discussed the strategic questionnaire. It looks good. There was talk of spacing the format over four pages and labeling the sections. Discussed where to distribute the surveys and the number to print. Discussed a random selection from the mailing list plus 25 at the town dinner and at the Senior center. Discussed adding demographic data about age range and location. Group approved the changes. Heidi will incorporate changes. All approved. Ryan reported on strategic planning data from other libraries in the state. Heidi and the board will keep reviewing what we have learned so far plus the information from the questionnaires as they come in. Right now, it seems that a realistic time-line for final submission of the plan would be to finish by town meeting.

**6.2** 09:45 2024 Annual Appeal Letter

The board discussed the draft submitted by Jane Pincus. All agreed it looked great. We discussed choice of stationery. Heidi and Jane will choose colors. Discussed a change in headings and adding the number of Trunk or Treat participation. Jane and Heidi will incorporate changes. Jane can do the addresses and will need the address list. No other action taken.

**7.0** New Business

**7.1** 09:55 First discussion of FY26 budget

The board discussed what will be included. Ryan and Caitlin have been looking over the line items. Mailing seems the only

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major change. There don't seem to be major changes. There may be changes suggested by the questionnaire. We must emphasize that the grant money can only be used for facility maintenance and change. There needs to be a continuing discussion with the select board about building issues, maintenance, and ownership. Regarding the grant, we will continue to identify needs such as a new sign, etc. We will continue working on the next budget request to be presented to the town. Draft will be up for a vote in December. No action taken.

**8.0** Future Meetings

**8.1** 10: 14 Next regular board meeting 12/12/2024

**9.0** 10:15 Adjournment

The meeting was adjourned at 14:31

Respectfully Submitted, Jeanne Beckwith (Clerk)