

# Agenda\_Packet\_11-11-2024

**Agenda**  
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)

- 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 10/10/2024 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
  - 6.2 09:50 2024 Annual Appeal Letter
- 7.0 New Business
  - 7.1 10:30 First discussion of FY26 budget
- 8.0 Future Meetings
  - 8.1 11:15 Next regular board meeting 11/14/2024
- 9.0 11:16 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  
October 10 2024 at 09:00

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**Present:** Heidi Albright (Chair), Jeanne Beckwith (Clerk) [zoom], Carl Ellis (Treasurer), Jane Pincus, Ryan Zajac (Library Director)

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

**Audience:** None

**1.0 09:05 Call to order**

The meeting was called to order at 09:05

**2.0 09:01 Additions/Postponements of Agenda Items**

None

**3.0 09:05 Consent Agenda Items**

**3.1 Review of minutes of 09/12/2024 meetings**

The minutes of 9/12/2024 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**

Monthly report as expected. There will be student volunteers to work on the outside of the building. Volunteers have been meeting to work on the Roxbury School Library. Ryan has been planning Trunk or Treat. Set up will start at 5:30. The Newsy was a little late arriving. Ryan enquired as to possible problems.

Library Director's report was reviewed and accepted. A motion was made by Carl Ellis and seconded by Jane Pincus to accept the consent agenda which include the: minutes of 9/12/2024, Treasurer's report, and Library Director's report.  
Vote: 3 yes, 0 abstentions, 0 no. Approved

**4.0 09:15 Additions to Agenda**

None

**5.0 09:15 Audience**

None

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*Approved at the 00/00/202x Meeting.*

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**6.0 Old Business**

**6.1 09:25 Strategic Plan work session**

The board discussed the survey. It is acceptable. We're going to do an on-line version and mailed version. Ryan suggested we do the digital survey first to identify potential problems. For hard copies, we would do both a random survey plus distributing the survey at targeted events. It was discussed doing something more directed. Heidi asked whether we should perhaps post something on Front Page Forum. We could distribute different color questionnaires at different venues.

There was discussion of format and whether we should use a one to five or a five to one scale of favorability.

We discussed how to present services and whether that might influence how respondents might rank the services. Our goal is to know what is really valued. We discussed how to address what respondents might view as unmet needs. Ryan felt the questions seemed to fit our needs. Heidi feels we should focus on information we really want to know. How do we gauge frequency of use? How do we determine what are the barriers/obstacles to library use.

We discussed how to present the section on current programs to both advertise library activities as well as ask some specific questions to gauge interest and where we could expand. We discussed additions to the range of community resources.

Jeanne and Jane will continue working on it. Again, we discussed ranking strategies. How will we tabulate responses? We discussed how we can use this information to create the strategic plan.

It was agreed that Jeanne and Jane will bring a more streamlined format/version of the questionnaire to the November Trustee meeting.

Ryan will also explore other libraries' strategic plans.

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No other action taken.

**6.2 10:16 Plan Celebration of Support**

The board discussed planning to hold the event on October 27, from 1-3. We discussed what we would provide for refreshment. Snacks, odds and ends. Fruit crisp, and spinach squares. Cold Drinks No action taken. Ryan will get the invites out. No further action necessary.

**6.3 10:25 Reading and adoption of Newsy policy**

The policy seems well thought out and workable. Discussion of how we might deal with submission of meeting announcements/outreach that come from some ad hoc committee other than the formal meeting organizers themselves? This should not affect proceeding with approval of the policy.

A motion was made by Carl Ellis and seconded by Jane Pincus to accept the policy as presented. Vote: 4 yes, 0 abstentions, 0 no. Approved

**7.0 New Business**

**7.1 10:38 Plan 2024 Annual Appeal Letter**

The board discussed. Jane does such a good job with it. She will continue to do so. Heidi and Jane will print it out at home. Jeanne will help with the envelopes. We will get it into the mail before the November Meeting. No other action taken.

**7.2 10:42 Executive session for personnel discussion**

A motion was made by Carl Ellis and seconded by Heidi Albright to enter into executive session at 10:42 to discuss personnel. Vote: 4 yes, 0 abstentions, 0 no. Approved.  
A motion was made by Jeanne Beckwith and seconded by Heidi Albright to exit executive session and return to open

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session at 10:56. Vote: 4 yes, 0 abstentions, 0 no. Approved.

A motion was made by Carl Ellis and seconded by Jane Pincus to approve the Executive Evaluation letter. Vote: 4 yes, 0 abstentions, 0 no. Approved

- 8.0** 10:57 Future Meetings  
**9.0** 11:00 Next regular board meeting 11/14/2024  
**10.0** 11:00 Adjournment  
The meeting was adjourned at 11:01

Respectfully Submitted, Jeanne Beckwith (Clerk)

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# Library Operations Report

## Upcoming Events and Meetings

- 11/3 and 11/17 RFL Game Night
- 11/18 Adult Book Club
- 11/20 No Strings Marionette Show
- 11/27 & 11/28 RFL closed for Thanksgiving holiday
- 12/11 International Relations presentation

## October Outreach

- In October the RFL hosted 6 programs and meeting space for 0 events (Adult Book Club; 10<sup>th</sup> Annual Trunk or Treat; RFL Game Night; Socratic Debate). Attendance in these events included 69 adults and 55 children.
- Rachel Fields is going to start preparing community member interviews for future Newsy articles.

## Miscellaneous

- While there is still plenty of work to be done, we have completed adding the graphic novel and youth fiction books from RVS into the RFL catalog, shelves, and circulation.
- In October the RFL was the sampling site for the RVS water system. The sample was to determine if the water was at risk of PFAS contamination. The results were all good.
- Ryan attended the VT. Public Library Director's Summit in October (the first since 2019).
- The RFL ran out of propane in October as a result of the fuel company failing to meet their auto-fill delivery expectations.

## RFL Service description

- "The RFL is yet another great feature of Roxbury - I love it!" New RFL patron (& community member) in October 2024

## Volunteers providing service in the last month

Clarence Baker, Jane Pincus, Boo Smith, and Norwich University wrestling students.

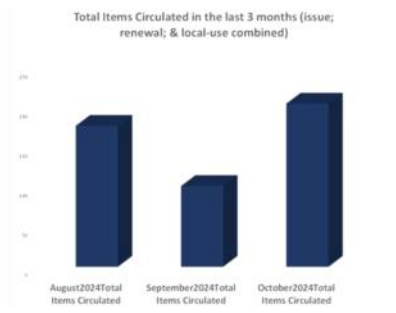
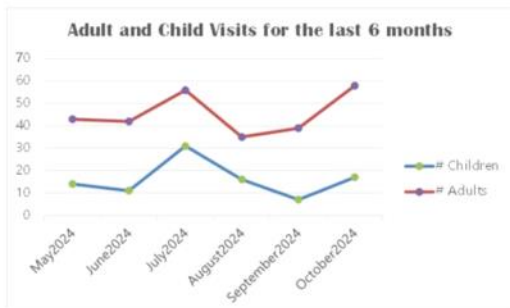
# October by the numbers Roxbury Free Library

## 75 visits

0.83 visitors per hour open

**↑ 63%**  
since September

### Summary Statistics of RFL



  
**9,110** items  
in the collection

**?**  
15  
reference  
questions  
answered


  
**44** e-content  
accessed

**ILL**  
8 → RFL → 6

[www.roxburyfreelibrary.org](http://www.roxburyfreelibrary.org)  
was visited 290 times in October



**0** Passes checked out  
**+ 4**  
Registered new patrons

 **318** active patrons.  
**110** Registered users of LUV

