

**Meeting Minutes**  
Roxbury Free Library  
Board of Trustees' Meeting  
December 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) (Zoom),  
Carl Ellis (Treasurer), , Jane Pincus, Ryan Zajac (Library Director)  
**Absent:** Dottie Guiffre (Vice Chair)

**Absent:** None

**Audience:** None

**1.0** 09:12 Call to order

The meeting was called to order at 09:13

**2.0** 09:13 Additions/Postponements of Agenda Items

None

**3.0** 09:14 Consent Agenda Items

**3.1** Review of minutes of 11/14/2024 meetings

The minutes of 11/14/2024 were reviewed and accepted.

**3.2** Review of Treasurer's Report

Some discussion of transferring funds to or from  
Programming. Current sheet does not reflect recent donations.  
Treasurer's report was reviewed and accepted.

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

Visitation was down as it usually is in Nov. A lot of building  
repair work was completed. The propane tank line was  
replaced. Other physical work was done.

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*\*To be approved at the next regular board meeting  
Approved at the 00/00/202x Meeting.*

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Continued support for the Roxbury Public School facility. We received a grant of \$5000 from the John Henry Eldred Foundation to support our children's collection. Ryan discussed possible uses. Ryan discussed how the library at the school will work out. It is too early to make definite plans about how the space will be used. Programming continues.

Library Director's report was reviewed and accepted. A motion was made by Jane Pincus and seconded by Carl Ellis to accept the consent agenda which include the: minutes of 11/14/2024, Treasurer's report, and Library Director's report. Vote: 4 yes, 0 abstentions, 0 no. Approved

**4.0 09:32 Additions to Agenda**

None

**5.0 09:32 Audience**

None

**6.0 Old Business**

**6.1 09:33 Strategic Plan work session**

The board discussed the questionnaire responses so far. A few have come in. Heidi is working on the digital version. Heidi will take a box of questionnaires to the community hall. We'll do more at the town supper and lunches. We will hopefully

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have the feedback tabulated by the end of January. The information will help in defining achievable goals. Jane said that a glance shows positive feedback. Ryan discussed having looked into other "sister" libraries. Heidi asked if board members would like to see samples of other strategic plans for similar libraries. Ryan said that he will send out a link to such plans. Heidi will come up with an outline for our plan. She will work with Ryan on it. No action taken.

**6.2 09:47 Discussion and adoption of FY26 budget**

Carl and Ryan shared the budget draft. Initially it looks to be increased by 1% over last year. There were changes in postage and a 2% increase for staffing. Ryan suggested changes we could make to keep the overall budget even. It was observed that either a 1 or 2% increase would not be excessive. Carl will submit last years budget along with the proposed FY26 request. Heidi Albright moved and Jane Pincus seconded that we approve an Article asking for \$33, 650. In funding. This was later moved by Heidi and Jane to be amended to reflect a total amount of \$33, 660. It was called for a vote. Yes: 4. No: 0. No abstentions. Carl Ellis also moved to submit another article that would request \$650 for a computer reserve fund. Jane Pincus seconded. It was called for a vote. Yes: 4. No: 0. No abstentions. Articles approved to be considered for going in

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the town report: # Will the voters approve the sum of \$33,660 for the Roxbury Free Library, to be administered by the Trustees, with any excess to be directed to the Town's general fund at the conclusion of the fiscal year? # Will the voters approve the sum of \$650 for the Roxbury Free Library Computer Capital Reserve Fund?

**7.0 New Business**

**7.1 10:06 Consider moving RFL funds to short term CDs**

Carl discussed what was involved and potential benefits. Carl Ellis moved that we instruct our bookkeeper to put all of the capital improvement fund and \$7500 of the program fund to the CD plan that they are considering. Jane Pincus seconded. Vote: 4 yes, 0 abstentions, 0 no. Approved

**7.2 10:17 Coordinate Christmas gift donations**

Ryan has sent us one list of possible donations. Right now, the school doesn't do it the way we do it, and would not approve. The need has not changed. But we need to define this. The list Heidi sent us is not official. The board discussed what we should do. Heidi will investigate more. It may be that just giving gift cards might be good. No action taken.

**8.0 Future Meetings**

**8.1 10:33 Next regular board meeting 01/09/2024**

**9.0 10:34 Adjournment**

The meeting was adjourned at 10:31

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Respectfully Submitted, Jeanne Beckwith (Clerk)

DRAFT

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