

Agenda

**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)

- 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 11/14/2024 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 Discussion and adoption of FY26 budget
- 7.0** New Business
 - 7.1** 10:30 Consider moving RFL funds to short term CDs
 - 7.2** 10:40 Coordinate Christmas gift donations
- 8.0** Future Meetings
 - 8.1** 11:15 Next regular board meeting 01/09/2024
- 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
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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

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None

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)

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Trustee Meeting held – December 12th 2024

DIRECTOR'S REPORT
November 2024

Library Operations Report

Upcoming Events and Meetings

- 12/11 International Relations presentation
- 12/15 RFL Game Night
- 12/16 Adult Book Club
- 12/24; 12/25; 12/26; 12/31 & 1/1 RFL closed for holidays

November Outreach

- In November the RFL hosted 4 programs and meeting space for 1 event (Adult Book Club; RFL Game Night; No Strings Marionette; Roxbury Parks Committee). Attendance in these events included 30 adults and 43 children.
- The process is moving to prepare a Jan.1st edition of the Newsy.

Miscellaneous

- If all goes well, we are preparing to “open” up the library at RVS on a trial basis starting in January 2025. We’ve spoken with the Afterschool coordinator and Facilities director and will try being there a few times at dismissal to see if there is interest in kids/families accessing books then.
- The bathroom window sill board was replaced. No other exterior work is expected until the spring (porch roof flashing still needs attention).
- The RFL lost its phone service for a couple of days when an exterior phone line failed. The repair was done at no-cost. Internet service was never interrupted.
- We found out at the end of Nov. we were one of 5 VT. libraries awarded a grant from John Henry Eldred Jr. Foundation’s Dorothy Louise Kyler fund. We will receive this month \$5,000 to support our children’s collection. I submitted the grant application with the intention to put that money into PlayAway books and related products and expect that to be the plan we follow.

RFL Service description

- We heard children’s laughter again filling the town hall during the No Strings Marionette show in November 2024.

Volunteers providing service in the last month

Jane Pincus, and Boo Smith

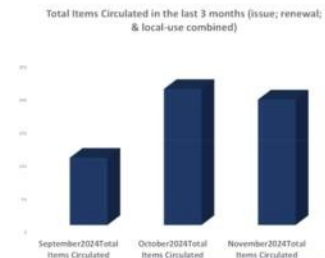
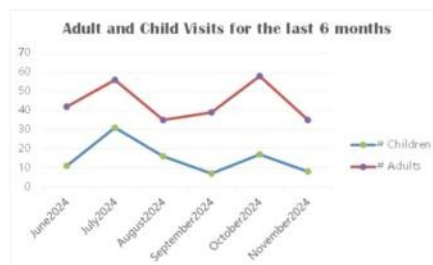
November by the numbers Roxbury Free Library

41 visits

0.57 visitors per hour open

↓ 43%
since October

Summary Statistics of RFL




9,256 items
in the collection


4
reference
questions
answered


44 e-content
accessed

ILL
6 →RFL→**6**

www.roxburyfreelibrary.org
was visited 249 times in November



0 Passes checked out

+ 2

Registered new patrons



320 active patrons.

111 Registered users of LUV

