

Agenda_Packet_01-09-2025

Agenda
Roxbury Free Library
Board of Trustees' Meeting
January 9 2025 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 12/12/2024 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
- 7.0 New Business
 - 7.1 10:30 Submit names of Trustees running for election
 - 7.2 10:40 Plan 2025 retreat agenda
- 8.0 Future Meetings
 - 8.1 11:00 Next regular board meeting 02/13/2025
- 9.0 11:05 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
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.

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.*

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

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)

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

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.*

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

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)

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

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.*

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

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)

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

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.*

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

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)

Respectfully Submitted, Jeanne Beckwith (Clerk)

DRAFT

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.*

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

Library Operations Report

Upcoming Events and Meetings

- 1/12 and 1/26 RFL Game Night
- 1/20 Adult Book Club

December Outreach

- In December the RFL hosted 4 programs and meeting space for 0 events (Adult Book Club; RFL Game Night; International Relations presentation). Attendance in these events included 26 adults and 17 children.

Miscellaneous

- December is the month for preparing reports. We compiled the data and submitted our annual report to the VT. Dept. of Libraries as well as our RFL annual report for Town Meeting 2025. A key takeaway from 2024 was that our programming and attendance at events was strong. We saw an increase over the last few years and had a consistent program schedule throughout the year.

RFL Service description

- We circulated 2,698 items in 2024. That is ~7 items every day of 2024 going out into the hands of our community members and being part of their lives for a while. We can only imagine all the ways those people were impacted by those materials.

Volunteers providing service in the last month

Jane Pincus, and Boo Smith

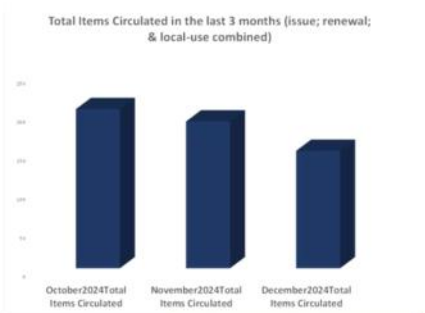
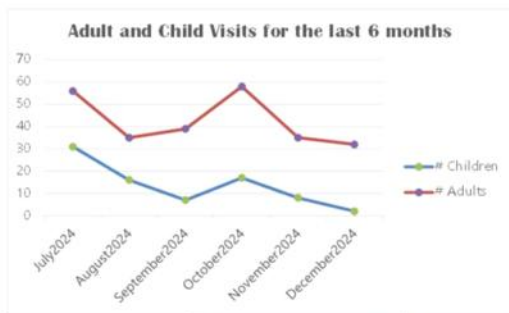
December by the numbers Roxbury Free Library

34 visits

0.52 visitors per hour open

↓ 21%
since November

Summary Statistics of RFL




9,330 items
in the collection

?
7
reference
questions
answered


 **66** e-content
accessed

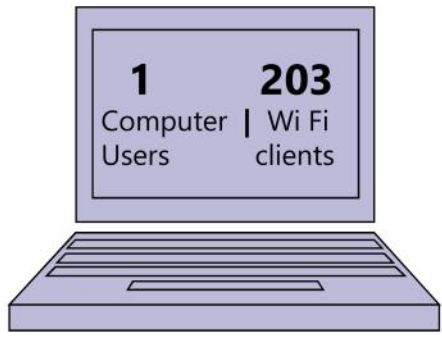
ILL
4 → RFL → 3

www.roxburyfreelibrary.org
was visited 321 times in December



0 Passes checked out
+ 0
Registered new patrons

 **320** active patrons.
111 Registered users of LUV



Trustee Terms

Seat	Name	Position (2024 Update)	Length	Elected	Run	Next Run	Next Run	Next Run
1	Pincus		3	2017	2020	2023	2026	2029
2.1	Beckwith	Appointed in 2018; replacing 2.0	3	2018	2019	2022	2025	2028
3.1	Albright		3	2019	2020	2023	2026	2029
4.1	Guiffre		3	2023	2032	2023	2026	2029
5	Ellis		3	2015	2018	2021	2024	2027
	Vice =	Sargent of Arms						