

Meeting Minutes
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)

Present: Heidi Albright (Chair), Jeanne Beckwith (Clerk), Carl Ellis (Treasurer), Jane Pincus, Caitlin Santi (Assistant Director), Ryan Zajac (Library Director)

Absent: Dottie Guiffre (Vice Chair)

Audience: None

1.0 09:00 Call to order

The meeting was called to order at 09:09

2.0 09:09 Additions/Postponements of Agenda Items

Heidi proposed discussing a community member request to run a special issue of the Newsy before Town Meeting. Seeing no objections, the discussion was added to the agenda.

3.0 09:10 Consent Agenda Items

3.1 Review of minutes of 12/12/2024 meetings

The minutes of 12/12/2024 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

Library Director's report was reviewed and accepted. Ryan clarified difference between regular programming and times when the space is reserved by an outside group. A motion was made by Carl Ellis and seconded by Jane Pincus to accept the consent agenda which include the: minutes of 12/12/2024,

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Approved at the 02/13/2025 Meeting.

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Treasurer's report, and Library Director's report. Vote: 4 yes,
0 abstentions, 0 no. Approved

4.0 09:30 Additions to Agenda

Heidi brought up that a community member asked whether we should publish and distribute an additional edition of the Newsy to everyone about the non-binding vote on the use of the Roxbury School at the town meeting. This might include information about the impact this would have on taxes. Should that be the library's responsibility? This would seem to be the Select Board's responsibility? They should be the ones who generate this and pay for its distribution. Heidi will draft a letter to the Select Board stating our decision, review it with Ryan, then send it.

5.0 09:40 Audience

None

6.0 Old Business

6.1 09:45 Strategic Plan work session

Heidi has distributed a possible draft of the strategic plan in progress with an analysis of the 41 responses to the survey. The board discussed ways to respond to these responses, especially to those who responded that they did not really need what we have to offer. We discussed ways to incorporate the responses into how we plan for the future. It will not hurt to advocate and advertise. Heidi brought up a possible "stock" posting for Front Porch Forum. We talked about

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also using The Northfield News. Carl suggested we drop off some copies of the Newsy at Randy's. Ryan said that we should look at how 30 percent of the respondents did not see the value or need for the library and think of ways to address that. People may not use the facility, but they might participate in the programming. We discussed how programming might be generated. This led to a return to the idea of generating publicity. Ryan described how we typically advertise our programs. Ryan brought up lowered visitation. We are not the only library with this issue. How does this impact our planning for the future? Heidi asked if we can get statistics for programming at other libraries in the state to assess how we are doing in comparison. Another issue is how hours of operation impact visitation. Jane asked if there would be a benefit in have trial hours to see if anything works. There was discussion of how to provide for afterschool programming. Ryan volunteered that kids in the after-school program are not likely to make special trips to the library. Heidi asked what was going on with the Roxbury School Library as far as our helping children who might want to check out books there. Ryan said that it is possible this could happen once or twice a week. We talked again about how to advertise our ability to deliver books to people who might need us. Ryan discussed whether people will use a book mobile. Ryan wonders about having the book mobile attached to some fun activity – maybe dressing up as super-heroes. Caitlin asked about keeping on with distribution of the survey to get more responses. How do we generate more input. Heidi brought up the possibility of personal contact or finding ways to put a focus group together. How do we really define what constitutes an “unmet” need. Ryan suggested that it might be a good idea to simply show up at local

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meetings and utilize that opportunity to learn more. It may also be a good idea to coordinate with other groups looking to help and connect. Jane brought up how interesting it is that so many groups are evolving interested in helping/exploring opportunities. There's a lot going on, but no clear way to merge goals. How can we facilitate cooperation among all? Heidi brought us back to the strategic plan. She wanted to emphasize that there was a lot of positivity about the staff and about the library itself. We talked about having more comfortable seating, free coffee, other amenities. We talked about trying out new things. Heidi will continue refining the plan with input from others, and plans to have a final draft with at least three goals established by town meeting. Jane asked whether we can come up with one specific plan such as establishing a Saturday morning coffee hour and conversation at the library. Heidi suggested promoting the library as a "third space" for the community. The next step is that Heidi will try to consolidate our discussion and return with specific goals and strategies. No further action taken.

7.0 New Business

7.1 11:35 Submit names of Trustees running for election

Jeanne is up for election.

7.2 11:40 Plan 2025 retreat agenda

We will hold a meeting/retreat later in March. No action taken.

8.0 Future Meetings

8.1 11:41 Next regular board meeting 02/13/2025

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9.0 11:41 Adjournment

The meeting was adjourned at 11:31

Respectfully Submitted, Jeanne Beckwith (Clerk)

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