

## Meeting Minutes

Roxbury Free Library

Board of Trustees' Meeting

March 13 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), Carl Ellis (Treasurer), Dottie Guiffre, Jane Pincus (Vice Chair), Ryan Zajac (Library Director)

**Absent:** Jeanne Beckwith (Clerk)

**Audience:** None

### 1.0 09:00 Call to order

The meeting was called to order at 09:18 by the library director.

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

None

### 2.1 09:05 Elect Board Officers

A motion was made by Jane Pincus and seconded by Carl Ellis to appoint Heidi Albright as the Chair. A motion was made by Carl Ellis and seconded by Heidi Albright to appoint Jane Pincus as the Vice Chair. A motion was made by Heidi Albright and seconded by Jane Pincus to appoint Carl Ellis as the treasurer. A motion was made by Heidi Albright and seconded by Carl Ellis to Jeanne Beckwith appoint as the Clerk. Vote: 3 yes, 1 abstention, 0 no. Approved. (Heidi abstained from voting for herself)

### 3.0 09:20 Consent Agenda Items

#### 3.1 Review of minutes of 02/13/2025 meetings

The minutes of 02/13/2025 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

The Library Director shared a few highlights from February. Library Director's report was reviewed and accepted. A motion was made by Jane Pincus and seconded by Dottie Guiffre to accept the consent agenda which

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*Approved at the 04/10/2025 Meeting.*

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include the: minutes of 02/13/2025, Treasurer's report, and Library Director's report. Vote: 4 yes, 0 abstentions, 0 no. Approved

**4.0 09:40 Additions to Agenda**

None

**5.0 09:45 Audience**

None

**6.0 Old Business**

**6.1 09:55 Strategic Plan work session**

The board discussed draft Strategic Plan documents Heidi has prepared. Jane acknowledged the good work Heidi has done on the plan to date. The board identified a couple changes to make to the appendices. A discussion followed about how to add some measurable outcomes for the goals. A final draft will come to the board next month that includes a modified executive summary, more specific and measurable goals, and the survey instrument included in the appendix. No action taken.

**6.2 10:15 Review RFL Collection Development Policy (COLL-002) in relation to the VTDOL's new model policy.**

The board discussed the rationale of Act 150 and the model collection development policy from the VTDOL. Ryan shared the RFL's current collection development policy (COLL-002) is largely on-target with the focus of the new model policy. There are a few minor differences between the two policies that are worth working out. Ryan will bring a new draft to the board in April that is based on the model policy and merges some of the existing RFL COLL-002 policy. Specifically, the new policy will reflect the subscription service disclaimer, a requirement to notify the board of any challenges filed, the detailed procedure of the model policy and an indication that the material reconsideration form include sharing the ALA documents referenced in COLL-002, a direct connection to VT. statue, more clarity about the rationale for including, or not, the option to have a challenger suggest a new shelving location for an item, and being consistent with what we include

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in our policies from other sources (e.g. setting them up to be “evergreen”).  
No action taken.

**7.0 New Business**

**7.1 10:30 Declare Trustee meeting warning locations**

The board briefly reviewed Open Meeting Law requirement for warning meetings and the past practices for RFL meetings. A motion was made by Heidi Albright and seconded by Carl Ellis to designate the warning locations as the same as last year (RFL website, RFL, Roxbury USPS, and Roxbury Town Office). Vote: 4 yes, 0 abstentions, 0 no. Approved

**7.2 10:35 Determine Trustee meeting schedule for next year**

A motion was made by Jane Pincus and seconded by Heidi Albright to declare the normal RFL board meeting schedule for the next year to be the 2<sup>nd</sup> Thursday of each month at 9:00 in the RFL unless otherwise noted. Vote: 4 yes, 0 abstentions, 0 no. Approved

**7.3 10:40 Review MISS-002 RFL Mission Statement**

The board reviewed MISS-002. No modifications were suggested. A motion was made by Carl Ellis and seconded by Heidi Albright to adopt the RFL Mission Statement as presented. Vote: 4 yes, 0 abstentions, 0 no. Approved

**8.0 Future Meetings**

**8.1 11:00 Next regular board meeting 04/10/2025**

**9.0 11:05 Adjournment**

Hearing no objections, the meeting was adjourned at 11:00

Respectfully Submitted, Ryan Zajac (Acting clerk)

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