

Agenda

Roxbury Free Library
Board of Trustees' Meeting
May 08 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 09:20 Consent Agenda Items
 - 3.1 Review of minutes of 04/10/2025 meetings
 - 3.2 Review of Treasurer's Report
 - 3.3 Review of Library Director's Report
- 4.0 09:40 Additions to Agenda
- 5.0 09:45 Audience
- 6.0 Old Business
 - 6.1 None
- 7.0 New Business
 - 7.1 9:50 RFL communication review
 - 7.2 10:05 Celebration of Support planning
- 8.0 Future Meetings
 - 8.1 10:30 Next regular board meeting 06/12/2025
VLA Conference 05/19/2025
- 9.0 10:35 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
April 10 2025 at 09:00

Physical Meeting Location: Roxbury Free Library
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Present: Heidi Albright (Chair), Jeanne Beckwith (Clerk), Carl Ellis (Treasurer), Dottie Guiffre (Vice Chair), Jane Pincus, Ryan Zajac (Library Director)

Absent: None

Audience: None

1.0 09:00 Call to order

The meeting was called to order at 09:11

2.0 09:01 Additions/Postponements of Agenda Items

Heidi will talk later re: a possible grant

3.0 09:20 Consent Agenda Items

3.1 Review of minutes of 03/13/2025 meetings

The minutes of 03/13/2025 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

Library Director's report was reviewed and accepted. Ryan reported on issue with the water heater. It's still a bit problematic. We have a claim with the insurer. Assessment of the damage is ongoing. Several activities are in the works. A motion was made by Jane Pincus and seconded by Dottie Guiffre to accept the consent agenda which include the: minutes of 03/13/2025 and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved

4.0 09:40 Additions to Agenda

Heidi brought up a possible grant available through the community fund. Ideas include talent shows, community murals, a barn dance, etc. Deadline is coming up soon.

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Approved at the 00/00/202x Meeting.

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5.0 09:45 Audience

None

6.0 Old Business

6.1 09:55 Approve RFL Strategic Plan

Heidi presented an abbreviated summary of the longer complete form. The full plan will be available for interested persons. Discussion ensued. It seems to be a strong working document. A motion was made by Carl Ellis and seconded by Jane Pincus to approve. Vote: 5 yes, 0 abstentions, 0 no.

Approved

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

Jane Pincus asked for clarification of the library bill of rights. If/when a book's inclusion is challenged, the Director will direct individuals to the bill of rights and freedom to read law itself. This would provide individuals with possible alternatives. Carl Ellis made the suggestion that the policy should state that an unsatisfied individual should be able to directly appeal to the chair of the board of trustees. The board will have final authority. The policy with changes was reviewed, and minor changes were incorporated. A motion was made by Jane Pincus and seconded by Carl Ellis to approve. Vote: 5 yes, 0 abstentions, 0 no. Approved.

7.0 New Business

7.1 10:30 Prepare for Green Up Day book sale

Green Up Day will be on May 3rd this year. Heidi has a potential conflict which should not affect the preparations but she will not be able to work the sale itself. Carl, Jane, and Jeanne can help sit and sell from 10 a.m. to 3 p.m. Sunday clean-up will be determined. No action taken.

7.2 10:40 Coordinate library clean up

The board discussed what this would involve. The bench is in the community center. Jane asked if we can find the "conversation" sign. Carl asked if Jane

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could create a new sign for the farmer's market. We've only got one rake, tools will be needed. Heidi can help. No action taken.

8.0 Future Meetings

8.1 11:00 Next regular board meeting 05/08/2025
VLA Conference 05/19/2025

9.0 11:05 Adjournment

The meeting was adjourned at 10:32

Respectfully Submitted, Jeanne Beckwith (Clerk)

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Library Operations Report

Upcoming Events and Meetings

- 5/11 and 5/25 RFL Game Night
- 5/17 RFL Coffee House
- 5/19 Adult Book Club
- 5/20 First Northfield Farmers Market
- 6/28 Roxbury Garden Tour
- Therapy reading dogs (ongoing on Thur. during afterschool at RVS)
- Roxbury Geology tour (TBA)
- History of Windridge (June)
- Rogler book reading (June)

April Outreach

- In April the RFL hosted 6 programs and meeting space for 0 events (RFL Game Night, Adult Book Club, RFL Coffee House and Therapy dog visits at RVS). Attendance in these events included 33 adults and 35 children.
- The Strategic plan and all related documents are now available on the RFL website

Miscellaneous

- Note on the RFL facilities following the water damage: Our insurance claim is approved with VLCT and we expect all the water mitigation costs above our \$1,000 insurance deductible to be covered. There are a few spots on the floorboards that have delaminated and we are seeking contractor quotes on the repair for that which should still fall under the insurance claim. The hot water heater has not been replaced yet and will not be covered by insurance. Gillespie has the replacement unit, but we are waiting to hear their proposal on how to replumb the unit so that in the event of a future venting discharge the water goes to a more appropriate destination than the finished floor of the kitchen, office, and bathroom.
- We are approved to host a table at the Northfields Farmers' market during May and June to sell raffle tickets.
- We were awarded a \$300 Summer Performer's grant from the VTDOL.
- We are in the process of concluding FY25 and executing the remainder of the operating budget.

RFL Service description

- RFL patron feedback: "Please let her know how happy I am with the help from the Roxbury Free Library!"

Volunteers providing service in the last month

Debra Rogler

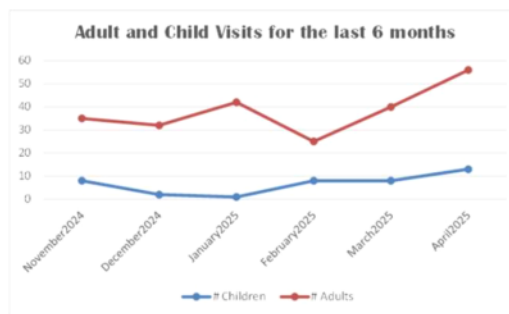
April by the numbers Roxbury Free Library

69 visits

0.84 visitors per hour open

↑ 44%
since March

Summary Statistics of RFL




9,736 items
in the collection

?
17
reference
questions
answered



56 e-content
accessed

ILL
6 → RFL → 8

www.roxburyfreelibrary.org
was visited 180 times in April



0 Passes checked out

+ 2

Registered new patrons



328 active patrons.

111 Registered users of LUV

