

Meeting Minutes
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)

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 9:10

2.0 09:05 Additions/Postponements of Agenda Items

None

3.0 09:10 Consent Agenda Items

3.1 Review of minutes of 04/10/2025 meetings

The minutes of 04/10/2025 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

Ryan went over the report. Programs are going well. Things are progressing with the water damage. There are delays with the hot water heater. Ryan has had several requests to use the building. We don't have a building use policy in place. We want to assist in emergencies, but maybe not for private events. We have to be mindful of the collection and the property. We need to develop a policy that will cover how to respond to all requests. Heidi suggested we draft guidelines to discuss at the next meeting. The strategic plan is under policy on the website. Ryan will make it more visible with a banner. Heidi will ask Tammy to update the town website about board meeting time. 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

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 06/12/2025 Meeting.

Meeting Minutes
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)

include the: minutes of 04/10/2025, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved

4.0 09:30 Additions to Agenda

None

5.0 09:30 Audience

None

6.0 09:31 Old Business

6.1 None

7.0 New Business

7.1 9:32 RFL communication review

Ryan spoke that communication was an issue at the VCRD meeting. It was suggested the library could serve that purpose. There was discussion about creating dedicated e-mails for each person on the board. It could be set up to be forwarded to our personal e-mails. The board discussed issues of privacy and continuity. It would not be that hard to set up. There is an issue of e-mail data storage which Ryan does not think will be too difficult. Ryan will pursue. No action taken.

At the VCRD meeting it was suggested that the library could be in charge of a dedicated online newsletter similar to Front Porch Forum. This would be like a communal bulletin board. There is some question about how this would improve what we have already. There is the issue of who does the work, and would there be a cost. There was discussion of using the "Discord" group site as a possibility. There was further discussion about how communication would work and who would benefit. There was discussion of how or whether control of content would be an issue. There was discussion of what already exists and how to disseminate information about events, emergencies, services, etc. We will continue to discuss this.

7.2 10:13 Celebration of Support planning

The board discussed timing of the event. Ryan suggested that the event continue to occur sometime in the fall. All agreed. No action taken.

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 06/12/2025 Meeting.

Meeting Minutes
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)

8.0 Future Meetings

8.1 10:15 Next regular board meeting 06/12/2025
VLA Conference 05/19/2025
Ryan and Carl will be attending the event in Killington.

9.0 10:20 Adjournment

The meeting was adjourned at 10:20

Respectfully Submitted, Jeanne Beckwith (Clerk)

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 06/12/2025 Meeting.