

Agenda_Packet_06-12-2025

Agenda

Roxbury Free Library
Board of Trustees' Meeting
June 12 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 05/08/2025 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 Prepare for July 4th book and bake sale
 - 7.2 10:05 Review draft RFL building use policy
- 8.0 Future Meetings
 - 8.1 10:30 Next regular board meeting 07/10/2025
- 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
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 00/00/202x 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 00/00/202x 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 00/00/202x Meeting.

Library Operations Report

Upcoming Events and Meetings

- 6/1 and 6/22 RFL Game Night
- 6/21 RFL Coffee House
- 6/21 Roxbury Geology Presentation
- 6/28 Roxbury Garden Tour
- History of Windridge (September)

May Outreach

- In May the RFL hosted 6 programs and meeting space for 9 events (RFL Game Night, Adult Book Club, RFL Coffee House and Therapy dog visits at RVS). Attendance in these events included 31 adults and 56 children.
- We upgraded the Wifi network on the interior of the building to be capable of supporting the full speed of the internet available with the fiber connection in the building. We expect to get the equipment covering the area around parking lot upgraded in the next month or so. Please note, the numbers reported each month on the number of clients and data usage on the public Wifi network are not complete and accurate in this month's report as a result of that equipment upgrade. We will figure out a reporting metric with the new equipment to continue sharing how that service is used.
- We have been in contact with the Brookfield Public Library about the coordinating a joint-program at the West Brookfield Meeting House sometime this summer. We are in conversation with the VT. Astronomical Society about a community event and I'm unsure at this point if those two opportunities will overlap or not.
- Ryan has been working with a couple other community members on one of the VCRD task forces work related to Roxbury neighborhoods.

Miscellaneous

- Note on the RFL facilities following the water damage: We had an adjustor provide an estimate to replace the floorboards in the office area and the insurance company approved that amount of repair work. We have not lined up a contractor to complete that work but are working on it. We have a plan with Gillespie that is up to code and results in a better scenario than the previous setup for the hot water heater in the kitchen, however it has not been installed yet.
- We finalized our expenditures for the FY25 and project concluding the fiscal year with a trivial surplus (<\$50). (The RFL now has a small submersible pump on site.)

RFL Service description

- Nothing to report this month.

Volunteers providing service in the last month

Bill Cecil, Cheryl Chittick, Evan Ellis, Everett Zajac, Debra Rogler

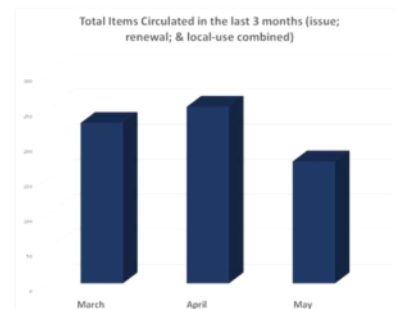
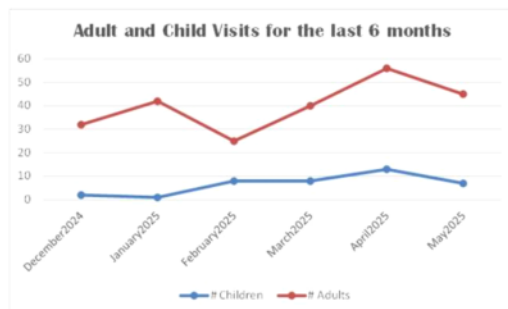
May by the numbers Roxbury Free Library

52 visits

0.62 visitors per hour open

↓ 25%
since April

Summary Statistics of RFL




9,765 items
in the collection

?
10
reference
questions
answered



60 e-content
accessed

ILL
1 → RFL → 2

www.roxburyfreelibrary.org
was visited 394 times in May



0 Passes checked out

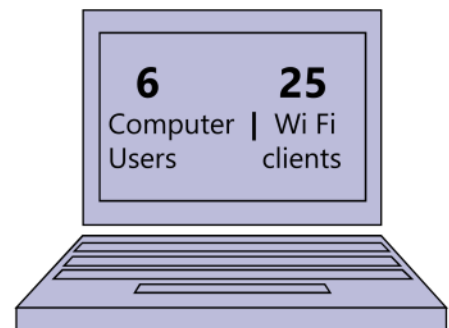
+ **0**

Registered new patrons



328 active patrons.

111 Registered users of LUV



ID	Title	Frequency	Last Revision	Last Reading
OPER-003	Building Use	Annually	x/x/202x	x/x/202x

Roxbury Free Library Building Use Policy

Purpose

The purpose of this policy is to set clear guidelines regarding the use of the Roxbury Free Library facilities for events that are not initiated by RFL staff or trustees.

Use of Library Space

1. The library is available for occasional meetings of local civic, educational or cultural groups. Application for the use of the space should be made to the library director. Any group using the library will be responsible for cleaning up after the meeting, including removing trash, and will be out of the library by 11 p.m. All meetings or programs must be free, non-profit, and open to the public. Scheduling of the library space is at the discretion of the library director.
2. Publicity and exhibits by organizations such as those described above may be displayed in the library with the permission of the Library Director.

Date of adoption x-x-202x

Record of Adoption

Approved	0	
Abstentions	0	
Opposed	0	