

**Meeting Minutes**  
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)

**Present:** Heidi Albright (Chair), Carl Ellis (Treasurer), Jane Pincus, Ryan Zajac (Library Director)

**Absent:** Jeanne Beckwith (Clerk), Dottie Guiffre (Vice Chair)

**Audience:** None

**1.0 09:00 Call to order**

The meeting was called to order at 09:03

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

Heidi suggested discussing the Strategic Plan work and follow up.

**3.0 09:20 Consent Agenda Items**

**3.1 Review of minutes of 05/08/2025 meetings**

The minutes of 05/08/2025 were reviewed and accepted.

**3.2 Review of Treasurer's Report**

Carl shared an update on account balances held by the RFL. Carl reported ticket sales have been slow for the RFL fundraiser to date. Jane and or Heidi will post a reminder to Front Porch Forum about the raffle fundraiser before July 4<sup>th</sup>. Treasurer's report was reviewed and accepted.

**3.3 Review of Library Director's Report**

Carl shared some updates from the VLA conference last May. Security issues was a topic that came up in presentation sessions. Preparation is key, develop policies. Ryan shared the staff wrapped up the current fiscal year. Programs are in the works including one possibly with the Brookfield Public Library at the West Brookfield Meeting House. Library Director's report was reviewed

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*Approved at the 07/10/2025 Meeting.*

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and accepted. A motion was made by Carl Ellis and seconded by Jane Pincus to accept the consent agenda which include the: minutes of 05/08/2025, Treasurer's report, and Library Director's report. Vote: 3 yes, 0 abstentions, 0 no. Approved

**4.0 09:40 Additions to Agenda**

The board discussed the Strategic Plan goals and how best to accomplish that work. Carl, Jane, and Ryan will meet as a committee to begin the financial planning.

**5.0 09:45 Audience**

None

**6.0 Old Business**

**6.1 None**

**7.0 New Business**

**7.1 9:50 Prepare for July 4<sup>th</sup> book and bake sale**

The board discussed plans for July 4<sup>th</sup>. Jane will confirm with Tim Martin the plans for a BBQ. If it's a go we'll host a bake and book sale. If there is no BBQ there will only be a book sale from 10:00 – 3:00 on the 4<sup>th</sup>. Setup for the sale will be on the 3<sup>rd</sup> and breakdown on the 5<sup>th</sup>. No action taken.

**7.2 10:05 Review draft RFL building use policy**

The board discussed the new draft building use policy. Several ideas and questions were raised in the discussion that will require the draft come before the board again. Most of the discussion revolved around the Town of Roxbury's building use policy, the use by groups rather than individuals, details of the scheduling process, and emergency shelter use of the RFL facility. No action taken.

**8.0 Future Meetings**

**8.1 10:30 Next regular board meeting 07/10/2025**

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**9.0 10:35 Adjournment**

The meeting was adjourned at 10:50

Respectfully Submitted, Heidi Albright (Acting Clerk)

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