

Agenda

Roxbury Free Library
Board of Trustees' Meeting
July 10 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 06/12/2025 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 09:50 Review and approve draft RFL building use policy
- 7.0 New Business
 - 7.1 10:15 Review BYLA002 Trustee Calendar
- 8.0 Future Meetings
 - 8.1 10:30 Next regular board meeting 08/14/2025
- 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
June 12 2025 at 09:00

Physical Meeting Location: Roxbury Free Library
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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 4th. 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 00/00/202x 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 4th book and bake sale

The board discussed plans for July 4th. 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 4th. Setup for the sale will be on the 3rd and breakdown on the 5th. 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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Trustee Meeting held – July 10th 2025

DIRECTOR'S REPORT

June 2025

Library Operations Report

Upcoming Events and Meetings

- 7/6 and 7/20 RFL Game Night
- 8/2 UES Principal meet and greet
- History of Windridge (September)

June Outreach

- In June the RFL hosted 6 programs and meeting space for 0 events (RFL Game Night, RFL Coffee House, Geology program, Roxbury Garden Tour, and Therapy dog visits at RVS). Attendance in these events included 55 adults and 22 children.
- In the last week of June we got the WiFi infrastructure on the exterior of the building setup. Now all the internet connections associated with the RFL networks are capable of offering users the full bandwidth provided with our fiber connection.
- The July 2025 issue of the Newsy was prepared and mailed.

Miscellaneous

- Between the time the board receives this report and we have our meeting on the 10th, the hot water heater should be replaced and working again. Still no contractor lined up to repair the warped floor boards.
- Like many others in the community we were surprised to have learned that we lost access to the RVS library at the end of June. Outside of some miscellaneous office supplies, books were the only things we had in the RVS library space. Regardless, we had expected to have access to the collection and probably would have moved some items around had we realized we wouldn't be able to access them.

RFL Service description

- Nothing to report this month.

Volunteers providing service in the last month

Bill Cecil, Cheryl Chittick, Debra Rogler

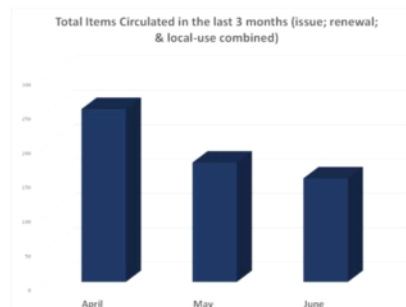
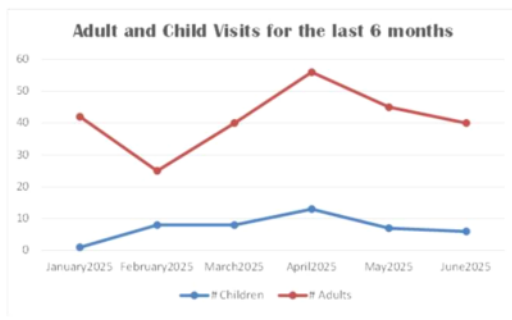
June by the numbers Roxbury Free Library

46 visits

0.72 visitors per hour open

↓ 12%
since May

Summary Statistics of RFL




9,784 items
in the collection

?
8
reference
questions
answered



56 e-content
accessed

ILL
1 → RFL → 3

www.roxburyfreelibrary.org
was visited 598 times in June



1 Passes checked out

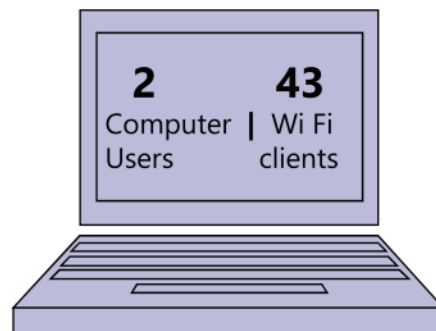
+ 3

Registered new patrons



331 active patrons.

112 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. The policy does not supplant any facility policy that the Town of Roxbury may adopt related to municipally owned facilities.

Use of Library Space

1. The library is available for occasional meetings of local civic groups and educational or cultural purposes. Application for the use of the space should be made to the library director with at minimum a 48 hour advanced notice of the proposed meeting date. Any group using the library will be responsible for leaving the RFL as they found it before the meeting, including removing trash, and will be out of the library by 11 p.m. unless otherwise arranged. All meetings or programs must be free, not for profit, and open to the public. No products can be sold or promoted during any meeting at the RFL. All scheduled meetings will be posted on the RFL website calendar and include the contact information for the organizer who requested the meeting space. Scheduling of the library space is at the discretion of the library director.
2. The library does not advocate or endorse the viewpoints of groups or events scheduled in the RFL and no publicity about a meeting or event should state or imply such endorsement.
3. Publicity and exhibits by groups such as those described above may be displayed in the library with the permission of the Library Director.

ID	Title	Frequency	Last Revision
BYLA-002	Trustees Calendar	Annually	07-11-2024

**Roxbury Free Library
Trustee's Calendar**

July	<ul style="list-style-type: none"> • Review BYLA002 - Trustees Calendar • July 4th Fundraising book and bake sale
August	<ul style="list-style-type: none"> • New Fiscal Year etc... • Review PERS 001 - Personnel Policy • PERS 002 - Director Job Description
September	<ul style="list-style-type: none"> • Board evaluations of Director and Director self-evaluations submitted • Policy review • Plan Celebration of Support
October	<ul style="list-style-type: none"> • Negotiate employment agreements • Policy work • Draft "Friends" letter • Host Celebration of Support
November	<ul style="list-style-type: none"> • First draft of Budget discussed • Send "Friends" letter
December	<ul style="list-style-type: none"> • Finalize and send budget • Coordinate Christmas gift list
January	<ul style="list-style-type: none"> • Submit budget for Town Report • Word and approve warning for Town Report • Submit names of Trustees running for reelection • Plan February retreat agenda
February	<ul style="list-style-type: none"> • Board retreat • Plan board raffle fundraiser
March	<ul style="list-style-type: none"> • Elect Board officers • Review MISS-002 - Mission Statement
April	<ul style="list-style-type: none"> • Review BYLA-003 - By Laws • Prepare for Green Up Day book sale • Coordinate Library clean up
May	<ul style="list-style-type: none"> • Green Up Day book sale • Plan volunteer luncheon
June	<ul style="list-style-type: none"> • Prepare for Bake Sale on 4th of July

Date of adoption 07-11-2024

Record of Adoption

Approved 5

Abstentions 0

Opposed 0