

Meeting Minutes
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)
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 09:09 Call to order

The meeting was called to order at 09:07

2.0 09:10 Additions/Postponements of Agenda Items

None

3.0 09:15 Consent Agenda Items

3.1 Review of minutes of 06/12/2025 meetings

The minutes of 06/12/2025 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

June library visits were down. Geology program was well-attended. Events were well attended. The WiFi has been upgraded. The water heater is installed. Still looking for someone to floor repair. RVS library resources were closed to us by the Montpelier school district. To be determined. Library Director's report was reviewed and accepted. A motion was made by Jane Pincus and seconded by Dottie Guiffre to accept the consent agenda which include the: minutes of 06/12/2025, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved

4.0 09:25 Additions to Agenda

None

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.*
Approved at the 08/14/2025 Meeting.

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5.0 09:27 Audience

None

6.0 Old Business

6.1 09:28 Review and approve draft RFL building use policy

Looked at changes and briefly discussed 11 p.m. closing. Discussed use of the RFL in the event of an emergency. It would be at the Library director's discretion.

A motion was made by Carl Ellis and seconded by Jane Pincus to approve the building use policy. Vote: 5 yes, 0 abstentions, 0 no. Approved

7.0 New Business

7.1 09:35 Review BYLA002 Trustee Calendar

There was some discussion of the book sale. Bake sale contributions were down, but we had enough to last until the end. We will be officially combining planning and preparing the Volunteer celebration of support and the volunteer luncheon in September and it will take place in October.

Library clean-up was discussed as necessary and Lawn upkeep was discussed. Tom Frazier stepped up when the town mower did not show up. Heidi suggested sending Tom a thank you note. We need to be more proactive! Discussed that the board has some flexibility in changing items as necessary. The policy review scheduled for September can be a space for possible additions. Heidi suggested that we add another opportunity for policy discussion and action in May and June. Discussed winter snow clean-up and possible town responsibility. Heidi discussed that we should draft a policy statement re up-keep of the exterior of the building to float by the Select Board. Ryan will track down some possible way to word this draft MOU?

A motion was made by Carll Ellis and seconded by Dottie Guiffre to approve. Vote: 5 yes, 0 abstentions, 0 no. Approved

8.0 10:05 Future Meetings

8.1 10:05 Next regular board meeting 08/14/2025

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9.0 10:06 Adjournment

The meeting was adjourned at 10:02

Respectfully Submitted, Jeanne Beckwith (Clerk)

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