

Agenda

Roxbury Free Library
Board of Trustees' Meeting
August 14 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 07/10/2025 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 Strategic plan updates
- 7.0 New Business
 - 7.1 10:15 New fiscal year etc...
 - 7.2 10:30 Review PERS001 & PERS002 Personnel policy and Director job description
- 8.0 Future Meetings
 - 8.1 10:40 Next regular board meeting 09/11/2025
- 9.0 10:45 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
July 10 2025 at 09:00

Physical Meeting Location: Roxbury Free Library
Virtual Meeting Location: Zoom
Meeting link:
Meeting ID: 598 021 2288
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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

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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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Trustee Meeting held – August 14th 2025

DIRECTOR'S REPORT

July 2025

Library Operations Report

Upcoming Events and Meetings

- 8/16 RFL Coffee Hour
- 9/14 and 9/28 RFL Game Night
- 9/22 RFL Book Club
- History of Windridge (September)
- Astronomy program (October)

July Outreach

- In July the RFL hosted 2 programs and meeting space for 3 events (RFL Game Night and VCRD Task Forces). Attendance in these events included 35 adults and 3 children.

Miscellaneous

- We have been working on expending the grant funds from JHEG and are expecting to fill out our playaway and talking audiobook youth collection over the next month.

RFL Service description

- Over the summer we have been providing books and electronic resources to patrons participating in higher education studies.

Volunteers providing service in the last month

Rich Smith,

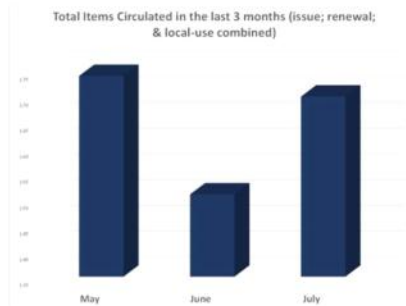
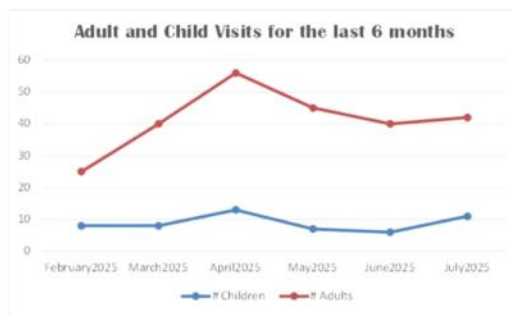
July by the numbers Roxbury Free Library

53 visits

0.71 visitors per hour open

↑15%
since June

Summary Statistics of RFL




9,794 items
in the collection

?
10
reference
questions
answered



61 e-content
accessed

ILL
2 → RFL → 6

www.roxburyfreelibrary.org
was visited 280 times in July



0 Passes checked out

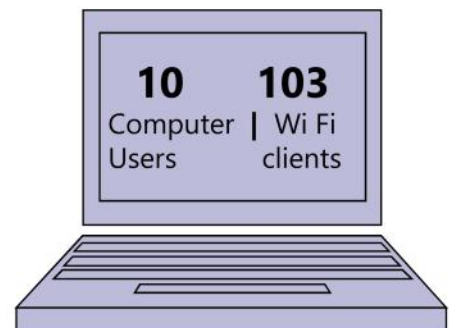
+ 1

Registered new patrons



331 active patrons.

112 Registered users of LUV



ID	Title	Frequency	Last Revision
PERS-001	Personnel Policy	Annually	08-22-2023

Roxbury Free Library Personnel Policy

Roxbury Free Library is a municipal library and the affairs of the library are managed by the Board of Trustees. The trustees hire a Library Director, who is exempt from the Town's Personnel Policy and is responsible for managing all other library employees and volunteers¹. It is our belief that the Library Director is first among the Library's valuable assets, and as such, every attempt is made to deal with the Library Director in ways that are fair, and that will nurture a mutually beneficial relationship between the Trustees and its Director. The Library is an equal opportunity employer and does not discriminate on the basis of age, sex, race, religion, color, sexual orientation, place of birth, ancestry, physical or mental condition or national origin.

This policy is not considered a contract to employment.

I. Recruitment: Any vacant employee position should be posted and advertised in local newspapers and social media stating position, pay scale, and application date deadline as well as other pertinent information. Reference checks may be made by telephone contact prior to an offer of employment.

II. Probationary Period: All employee appointments shall be made with a probationary period of 6 months. The Trustees, or Library Director, in their sole discretion, may reduce this probationary period if it is determined that a reduction is justified. One month prior to the end of the probationary period, the Trustees or Library Director will carefully review the work of the new employee. During the probationary period, the Trustees or Library Director may remove an employee who is unable or unwilling to perform the duties of the position satisfactorily or whose performance and dependability do not merit continuance in the service to the Roxbury Free Library.

III: Employee and Volunteer Job Descriptions: The Trustees are responsible for creating a job description for the library director position. The job description will be used for recruiting efforts for new directors as well as performance evaluations for employed directors. The library director will be responsible for creating job descriptions for any other employees of the library. The library director will also be responsible for creating volunteer work descriptions for library volunteers.

IV: Employee Responsibilities and Performance Evaluation: All employees and volunteers will be given a position description at the time of hire or recruitment, which shall stipulate the qualifications for and responsibilities required of the position. The

Board of Trustees or Library Director will review the description on an annual basis with the employee or volunteer, at which time any modifications deemed necessary or advisable will be made.

Annual evaluation of employees will occur in September unless otherwise scheduled by the Trustees or Library Director. After this evaluation, the Trustees or Library Director will present the employee with a written performance review. Also at this time, the employee will submit a self-evaluation, which shall detail the employee's goals for the coming year. Copies of the evaluations will be kept in the employee's personnel file.

V. Termination: The Trustees may dismiss the Library Director and the Library Director may dismiss any employee or volunteer if the position is eliminated or if the employee or volunteer becomes unable to perform the duties of the position. Volunteers work with the status of "at will" employees and the Library Director has the right to terminate the volunteer's working association with the Library at any time, for any reason. The Trustees or Library Director shall provide such employee or volunteer with written notice of the intent to dismiss the employee or volunteer and the reasons for such dismissal. The Trustees or Library Director shall also provide the employee or volunteer an opportunity to meet to review the reason for dismissal. Following such meeting, the Trustees or Library Director shall provide the employee or volunteer with written notice of the decision. The Trustees' or Library Director's decision shall be final.

VI. Grievances: It is the intent of the Trustees of Roxbury Free Library to address grievances informally. Employees are encouraged to make every effort to resolve problems as they arise. It is recognized, however, that grievances may occur, which will be resolved only after a formal appeal and review. A grievance is any matter considered by the employee or volunteer as grounds for complaint. An employee who believes that inequitable treatment has been received because of some condition of employment may personally or through representatives appeal for relief from that condition to the Trustees or Library Director.

VII. Pay and Benefits: The employee's pay rate will be based on qualifications and experience and determined each year during the budget planning process by the Trustees or Library Director. Also to be determined at that time will be the hours of combined time off, and the amount of money available for training and professional development.

VIII. Volunteers: The Roxbury Free Library Board of Trustees recognizes that volunteers are a valuable resource for the Library. Their energy and talents help the Library meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Volunteer services aid the Library in making the best use of its fiscal resources and help connect the Library to other

community groups and organizations. Volunteers can also be valuable advocates for the Library in the community. The Library and its volunteers must work together to ensure a successful relationship. Library staff will continually work to recognize the contributions of Library volunteers and seek to expand the Library volunteer group as needed.

IX. Public Library volunteers are coordinated by the Library Director, or designee, and must be at least 14 years of age. Junior volunteers under the age of 14 required to perform service for specific programs are accepted on a short-term basis. Parents of junior volunteers must sign consent forms for their children to perform service hours at the Library.

Each volunteer must complete an application which will be kept on file in the Library. Volunteers may also be interviewed to determine their interests and levels of experience. Volunteer talents, experience, availability and interests will be considered in job assignments.

X. Library volunteers are bound by the rules contained in all Library policies and guidelines, especially those that relate to patron privacy and confidentiality. Library volunteers are recognized by the public as representatives of the Library and will be guided by the same work and personnel policies as employees. Library volunteers will be familiar with the Library's "Library Volunteer Guidelines" document.

XI. The Library accepts volunteers requiring court ordered community service at the discretion of the Library Director. Court ordered community service volunteers are required to be interviewed by the Library Director prior to being accepted for service. Junior volunteers under the age of 18 required to perform service for specific programs are accepted on a short-term basis. Parents/guardians of such volunteers must sign a consent form for their children to perform volunteer service hours at the Library.

¹ Volunteer means an individual not employed by the library who works on an occasional or regular basis in the library to assist the staff. A volunteer works without compensation or economic benefits provided by the library. In accordance with the Fair Labor Standards Act volunteers do not displace regular employed workers or perform work that would otherwise be performed by regular employees. In addition, paid employees cannot volunteer to provide the same type of services to the RFL that they are employed to provide.

Addendum A: Personal Acknowledgment

I,		acknowledge that:
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I received a copy of the Roxbury Free Library's Personnel Policy on_____;

I have been given the opportunity to ask questions about said policy and I have been provided with satisfactory information in response to my questions;

I understand that the language used in this personnel policy is not intended to create, nor should it be constructed to create, a contract of employment between myself and the Roxbury Free Library

I acknowledge that the Roxbury Free Library reserves the right to add, amend, or discontinue any of the provisions of this policy for any reason or none at all, in whole or in part, at any time, with or without notice;

I acknowledge that I understand the Roxbury Free Library's Personnel Policy and I agree that I will comply with all of its provisions.

Signature

date

Date of adoption 08/22/2023

Record of Adoption

Approved 5

Abstentions 0

Opposed 0

ID	Title	Frequency	Last Revision
PERS-002	Director Job Description	Annually	08-22-2023

ROXBURY FREE LIBRARY

Roxbury, Vermont

POSITION: LIBRARY DIRECTOR

The Library Director is responsible for the administration, supervision and coordination of all activities and services of the library and for carrying out the policies adopted by the Library Board of Trustees.

MAJOR RESPONSIBILITIES AND DUTIES

Service to the community

Participate in long range planning in conjunction with the Board of Trustees

Develop procedures for the smooth running of the library

Develop a collection of interesting materials in various formats

Maintain the collection

Provide reference, interlibrary loan, readers' advisory and referral services

Assist patrons to use library materials and technology

Develop programs that appeal to a variety of community members

Promote and publicize the library's services, activities and resources

Oversee the scheduling and use of the library after hours

Oversee the library physical structure, internally, externally and surrounding grounds for the purpose of facilitating building maintenance and apprising the board of trustees appropriately.

- I. Maintain the library web page
- II. Maintain library computers and offer basic computer and internet training for patrons
- III. Maintain the automated library system

Support and implementation of library policy

- I. Participate in monthly Board of Trustees meetings
- II. Maintain the policy file, passing policy information to staff and volunteers as appropriate, answer the public's questions about policies

Fiscal responsibilities

- I. Collaborate with the library board treasurer to develop an annual budget for Board of Trustee approval
- II. Track expenses and review and approve invoices
- III. Receive cash donations, fees and other income
- IV. Develop alternative library funding

Hiring, supervision and training staff and volunteers

- I. Recruit and oversee employees
- II. Manage volunteers
- III. Maintain a procedure manual for staff and volunteers and train all staff and volunteers

Formal Reporting

- I. Prepare monthly reports for the Board of Trustees
- II. Collect and analyze library statistics
- III. Complete reports, surveys and requests for information from state and federal library agencies and associations

Continuing Education

- I. Attend workshops and conferences related to library needs and inform volunteers and Board of Trustees of any workshops or meetings that might be of interest to them
- II. Affiliate with the Vermont Library Association and the American Library Association
- III. Stay abreast of developments in the library field for children and adults through current professional journals, Vermont Department of Library publications etc.

Perform other duties the Board of Trustees deems necessary for the efficient operation of the library

QUALIFICATIONS

Library science degree or Vermont Library Certification preferred.

Date of adoption 08/22/2023

Record of Adoption

Approved	<u>5</u>
Abstentions	<u>0</u>
Opposed	<u>0</u>