

Meeting Minutes
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)

Present: Heidi Albright (Chair), Jeanne Beckwith (Clerk), Carl Ellis (Treasurer)
arrived at 9:30, Jane Pincus, Ryan Zajac (Library Director)

Absent: Dottie Guiffre (Vice Chair)

Audience: None

1.0 09:00 Call to order

The meeting was called to order at 09:09

2.0 09:01 Additions/Postponements of Agenda Items

None

3.0 09:20 Consent Agenda Items

3.1 Review of minutes of 07/10/2025 meetings

The minutes of 07/10/2025 were reviewed and accepted.

3.2 Review of Treasurer's Report

Treasurer's report was postponed due to the absence of the Treasurer.

3.3 Review of Library Director's Report

The Library Director shared some more of the closer to finalized details about the upcoming collaborative programs that have been discussed previously. Library Director's report was reviewed and accepted. A motion was made by Jane Pincus and seconded by Jeanne Beckwith to accept the consent agenda which include the: minutes of 07/10/2025, and Library Director's report. Vote: 3 yes, 0 abstentions, 0 no. Approved

Upon arrival of Carl at 9:30, the Treasurer's report was reviewed. No financial summary was available for July yet. A motion was made by Jeanne Beckwith and seconded by Jane Pincus to accept the Treasurer's report. Vote: 4 yes, 0 abstentions, 0 no. Approved

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 09/11/2025 Meeting.

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4.0 09:40 Additions to Agenda

None

5.0 09:45 Audience

None

6.0 Old Business

6.1 09:50 Strategic plan updates

The members working on envisioning and strengthening the financial future of the RFL shared their ideas from their initial discussions. An endowment was highlighted as an area that could be explored to ensure longtime financial viability of the RFL into perpetuity. No facility work is being explored until municipal building use gets settled in Roxbury post RVS closure. No action taken.

7.0 New Business

7.1 10:15 New fiscal year etc...

The board treasurer briefly discussed the conclusion of FY25 and acknowledged we're into FY26. No action taken.

7.2 10:30 Review PERS001 & PERS002 Personnel policy and Director job description

The board discussed both policies and had no suggested modifications to make. The job director policy formatting was discussed for changing formatting, but in the end there was no movement to make those changes formally. No action taken.

8.0 Future Meetings

8.1 10:40 Next regular board meeting 09/11/2025

9.0 10:45 Adjournment

The meeting was adjourned at 09:50

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Respectfully Submitted, Ryan Zajac (Acting Clerk)

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