



## Agenda

Roxbury Free Library

Board of Trustees' Meeting

September 11 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 08/14/2025 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 Policy review for non-scheduled policies
  - 7.2 10:30 Plan celebration of support
  - 7.3 10:45 Director evaluations (executive session for personnel discussions)
- 8.0 Future Meetings
  - 8.1 11:00 Next regular board meeting 10/9/2025
- 9.0 11:01 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  
August 14 2025 at 09:00

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**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

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*Approved at the 00/00/202x 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)

DRAFT

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# Library Operations Report

## Upcoming Events and Meetings

- 9/14 and 9/28 RFL Game Night
- 9/15 RFL Book Club
- 9/20 RFL Coffee Hour
- 10/18 Astronomy program (E. Roxbury)

## August Outreach

- In August the RFL hosted 2 programs and meeting space for 4 events (RFL Coffee Hour, UES Principal Meet & Greet, Roxbury Roots, and VCRD Task Forces). Attendance in these events included 43 adults and 10 children.
- The Principal program also served as children's book distribution event where we able to get more books out into the community.
- We initiated and prepared for a 10/1 Newsy mailing

## Miscellaneous

- We replaced the emergency backup light fixture in the office after learning that it had failed to pass the safety test during the insurance company's safety investigation this spring.
- We found out in August that the space we use in the community center needs to be vacated. We anticipate using a combination of storage between the RVS library and storage units to house the property that will be displaced during the renovation of the Community Center. We are unaware of a timeline for when the space may be available for us to access again. If the renovation work were to take place it could impact how or when we host book sales in 2026.
- Wednesday open hours are on the schedule RFL again

## RFL Service description

- The attraction pass collection offering continues to provide community members a cost-effective form of access to educational and entertainment venues across the state. Today, a higher percentage of our passes our to locations only open during summer months than in the past. As such we see more pass circulations in the summer than we would have in the past.

## Volunteers providing service in the last month

Rich Smith, Tom Frazier

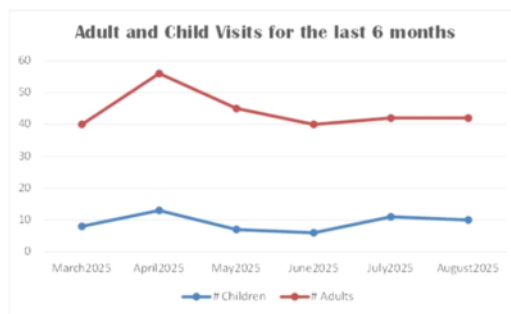
# August by the numbers Roxbury Free Library

## 51 visits

0.75 visitors per hour open

↓ 2%  
since July

### Summary Statistics of RFL



  
**9,794** items  
in the collection

**?**  
9  
reference  
questions  
answered



**59** e-content  
accessed

**ILL**  
2 → RFL → 5

**[www.roxburyfreelibrary.org](http://www.roxburyfreelibrary.org)**  
was visited 251 times in August



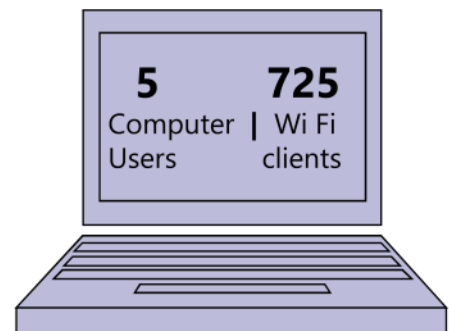
**2** Passes checked out

**+ 1**

Registered new patrons



**332** active patrons.  
**112** Registered users of LUV



# RFL Policy Manual Summary

Sect.	No.	Title	Internal	Notes	Created	Most Recent Review & Adoption Date
BYLA	002	Trustees Calendar	Yes	New for updates and approval	8/12/2014	7/10/2025
<a href="#">BYLA</a>	003	By-Laws	No	Replaced BYLA 001 in 2015 due to substantial changes in content	5/12/2015	5/8/2018
<a href="#">COLL</a>	003	Internet and Computer Acceptable Usage	No	x	?	7/1/2013
<a href="#">COLL</a>	004	Collection Development	No	Replaced COLL 002 after the S.220 bill passed and VTDOL offered a new template	4/10/2025	4/10/2025
<a href="#">FINC</a>	001	Gift Policy	No	x	12/9/2014	12/9/2014
<a href="#">FINC</a>	002	RFL Technology Policy	NO		8/12/2024	8/12/2024
<a href="#">MISS</a>	002	Mission Statement	No	Replaced MISS 001 in 2014	8/12/2014	3/3/2025
<a href="#">OPER</a>	001	Service, General Operations	Yes	Mostly procedures?	?	7/1/2013
<a href="#">OPER</a>	002	Flag Policy	No	Relevant?	?	7/1/2013
<a href="#">OPER</a>	003	Unattended Minor	No	x	10/11/2016	10/11/2016
PERS	001	Personnel	Yes	x	?	8/14/2025
PERS	002	Library Director Job Description	Yes	In 2025 the board discussed the formatting/style of the headers, but not substantive changes proposed and nothing modified to the existing policy in that discussion.	1/10/2012	8/14/2025
OPER	004	Building Use Policy	No	x	7/10/2025	7/10/2025
<a href="#">OUTR</a>	001	School Use Policy	No	x	?	7/1/2013
<a href="#">OUTR</a>	002	Outreach Program	No	x	5/25/1994	7/1/2013
<a href="#">OUTR</a>	003	Newsy Policy	No		10/10/2024	10/10/2024