

## Meeting Minutes

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)

**Present:** Heidi Albright (Chair), Jeanne Beckwith (Clerk) arrived at 9:20, Carl Ellis (Treasurer), Dottie Guiffre (Vice Chair), Jane Pincus, Ryan Zajac (Library Director)

**Absent:** None

**Audience:** None

### 1.0 09:00 Call to order

The meeting was called to order at 09:12

### 2.0 09:01 Additions/Postponements of Agenda Items

None

### 3.0 09:20 Consent Agenda Items

#### 3.1 Review of minutes of 08/14/2025 meetings

The minutes of 08/14/2025 were reviewed and accepted.

#### 3.2 Review of Treasurer's Report

Anomaly in programs account will be reviewed by Carl with Tammy. Treasurer's report was reviewed and accepted.

#### 3.3 Review of Library Director's Report

East Roxbury Program will be held in Brookfield on Astronomy. Ryan will promote the event. Windridge program went well in early September. 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 08/14/2025, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved

### 4.0 09:40 Additions to Agenda

None

### 5.0 09:45 Audience

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 10/09/2025 Meeting.*

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**6.0 Old Business**

**6.1 09:50 Strategic plan updates**

The board committee on finance was discussed. Worked on questions regarding finances. There will be a discussion of children story hour. There are questions regarding age appropriate children who might participate. We are not seeing families with small children coming into the library. Discussed the use of the Newsy to advertise available programming for children. No action taken.. No action taken.

**7.0 New Business**

**7.1 10:15 Policy review for non-scheduled policies**

The board discussed what the school use policy should be now since the school has closed. Now it should be revised to include the school district at large as well as the afterschool programing. There would be merit in looking at the Internet/computer usage policy. Heidi discussed need to explore legalities involved. Both policies will be explored at the next planning meeting. Discussed raising and lowering the flag. Will continue to review. No action taken.

**7.2 10:30 Plan celebration of support**

A Saturday in October has been working well. Invitations will go out to folks who contribute and those who volunteer or are involved in our operations. We discussed combining the celebration with the monthly coffee hour. Discussed having food available. Tentative date could be the 25<sup>th</sup>; Ryan will confirm. It will be combo coffee hour, celebration. Public invited to help honor those supporting the RFL.

**7.3 10:45 Director evaluations (executive session for personnel discussions)**

A motion was made by Carl Ellis and seconded by Dottie Guiffre to enter into executive session at 10:20 to discuss the library director's annual evaluation. Vote: 5 yes, 0 abstentions, 0 no. Approved

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A motion was made by Jane Pincus and seconded by Heidi Albright to exit executive session and return to open session. Vote: 5 yes, 0 abstentions, 0 no.  
Approved

No action taken upon return to open session.

**8.0 Future Meetings**

**8.1 11:00** Next regular board meeting 10/9/2025

**9.0 11:01** Adjournment

The meeting was adjourned at 14:31

Respectfully Submitted, Jeanne Beckwith (Clerk)

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