

Agenda

Roxbury Free Library

Board of Trustees' Meeting

October 9 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 09/11/2025 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
 - 6.2** 10:00 Discuss and adopt policies COLL-003 Internet and Computer Acceptable Usage Policy and OUTR-001 School Use Policy
 - 6.3** 10:25 Finalize plans for 10/25 celebration of support
- 7.0** New Business
 - 7.1** 10:35 Employee compensation negotiations (executive session for personnel discussions)
 - 7.2** 10:50 Draft FOL annual appeal letter
- 8.0** Future Meetings
 - 8.1** 11:00 Next regular board meeting 11/13/2025
- 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
September 11 2025 at 09:00

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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

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**To be approved at the next regular board meeting
Approved at the 00/00/202x 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 25th; 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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Trustee Meeting held – October 9th 2025

DIRECTOR'S REPORT

September 2025

Library Operations Report

Upcoming Events and Meetings

- 10/12 and 10/26 RFL Game Night
- 10/18 Astronomy program (E. Roxbury)
- 10/25 RFL Coffee Hour & Celebration of Support
- 10/31 11th Annual Roxbury Trunk or Treat
- 11/3 RFL Book Club

September Outreach

- In September the RFL hosted 4 programs and meeting space for 4 events (RFL Coffee Hour, History of Windridge, Adult Book Club, RFL game night, and VCRD Task Forces). Attendance in these events included 66 adults and 11 children.
- Wednesday hours were again implemented at the beginning of September. (8:00 – 11:00 following the MRPS calendar)

Miscellaneous

- The East exterior wall of the RFL was painted.
- We removed all RFL property from the Roxbury Community Center in September per the request of the Selectboard.
- We ordered the playaway audio books for the children's collection with the JHEJ grant we received.
- Ryan attended the Washington County Public Library Directors meeting in Sept.
- Someone from the RFL staff will be attending the 10/17 VOKAL consortium members' meeting.

RFL Service description

- Notice the four new patrons who joined the ranks of RFL patrons in September 2025. The Sep. 2025 cohort of new patrons includes children, new residents, non-local residents, and long-lapsed patrons getting back into the system. We were glad to see the cohort consisted of such a diverse mix – that's what keeps libraries interesting!

Volunteers providing service in the last month

Tom Frazier

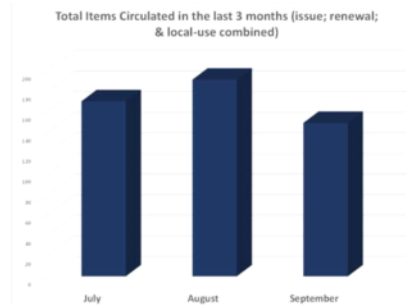
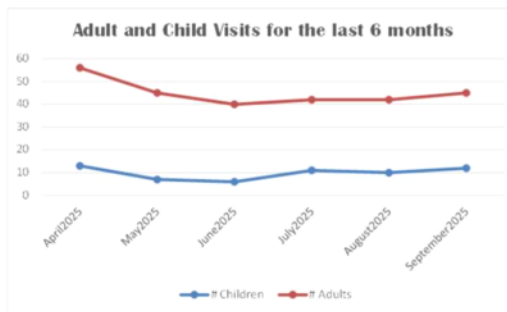
September by the numbers Roxbury Free Library

71 visits

0.68 visitors per hour open

↑ 10%
since August

Summary Statistics of RFL




9,845 items
in the collection

?
10
reference
questions
answered



55 e-content
accessed

ILL
12 → RFL → 2

www.roxburyfreelibrary.org
was visited 332 times in September



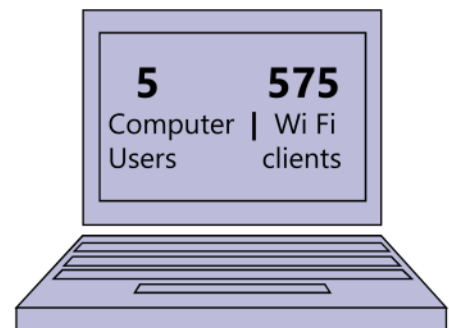
0 Passes checked out

+ 4

Registered new patrons



336 active patrons.
113 Registered users of LUV



ID	Title	Frequency	Last Revision
COLL-003	Internet and Computer Acceptable Usage Policy	Annually	07-01-2013

Roxbury Free Library Internet and Computer Acceptable Usage Policy

*Roxbury Free Library Mission Statement:

Roxbury Free Library (RFL) shall provide quality service to residents of Roxbury and others, in an open and non-judgmental environment, with free access to a variety of library resources and public programs for life-long learning and personal enrichment.

The Roxbury Free Library subscribes and adheres to the Library Bill of Rights.

*Internet Access:

The Internet, a world-wide network of computer networks, is an essential medium for obtaining and transmitting information of all types. Public access to the Internet is part of RFL's mission. The quality, accuracy and timeliness of information on the Internet varies from site to site, and sites may be controversial or of a mature nature. RFL does not monitor, has no control over, and does not accept responsibility for material on the Internet. The user, or the parent or guardian of a minor user, is responsible for his or her Internet session at all times.

*DISCLAIMER: Users access RFL computer hardware, software, and documentation at their own risk. RFL is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data etc. or electronic transactions of any type which are related to the public use of RFL computer resources. The internet is an unregulated medium which, in addition to providing information that is personally, professionally, and culturally enriching also enables access to material that is illegal and to materials that some find offensive. At their own discretion, library users access the Internet and are responsible for the results of their searches. Access to the library's computer network and Internet is a privilege and not a right.

*Access by Minors:

RFL does not act in loco parentis (in place of the parent) and does not restrict Internet access based on the age of the user. Parents and guardians are responsible for

supervising their children's Internet sessions and for letting their children know if there are materials children should not use or view.

For further information and guidance, parents are asked to refer to "Child Safety on the Information Highway" available through the national Center for Missing and Exploited Children at

http://www.netsmartz.org/pdf/Child_Safety_on_the_Information_Highway.pdf

*Responsibilities of Library Staff and Users:

- RFL does not and will not monitor a user's Internet use, except for the length of use in order to ensure equal opportunity access for everyone. Again, **the user, or the parent or guardian of a minor user, is responsible for his or her Internet session at all times.**
- RFL requires computer users to respect the rights and sensibilities of all library users. RFL reserves the right to terminate an Internet session that disrupts Library services or that involves user behavior that violates the Library's policies.
- RFL does not employ Internet filtering software. It is the responsibility of the individual user to select appropriate sites for his/her own use.
- Among the uses that are considered unacceptable and which constitutes a violation of this policy are:
 - Harassment, bullying or threats against others or violation of their privacy
 - Libeling, slandering or maliciously offending other users
 - Violation of copyright laws or software licensing agreements
 - Attempting to crash, degrade performance or gain unauthorized access to RFL's or to other computer systems and networks
 - Damaging equipment, software or data belonging to RFL or other users, including through the installation of any software.

*Confidentiality of Library Records

- In accordance with 1 V.S.A. 317 (c)(19), the following are exempt from public inspection and copying--records relating to the identity of Library patrons or the identity of Library patrons in regard to the circulation of library materials. Due to the confidentiality of Library records, RFL does not reveal information about an individual's Internet use unless compelled to do so under due process of law.

*Wireless Internet Access

- RFL offers free wireless Internet access. The Library's wireless network is unfiltered. By choosing this free service you agree to abide by the Library's Internet Policy.

Failure to comply with this policy and its procedures may result in the forfeiture of Library Internet or general Library privileges.

RLF will develop such rules and procedures as are necessary to ensure the fair and reasonable use of Internet access, such as:

- You must sign in and out if you wish to use a public access computer station.
 - Signing in to use a computer station implies that the user agrees to comply with with Library's Internet and Computer Use Policy.
 - You may use the computer station for at least 30 minutes; longer if no one is waiting, but for a maximum of 1 hour per day.
 - If other patrons are waiting to use a computer station, those whose session have been the longest (30 minutes or more) will be asked to surrender their stations to the patrons who are waiting.
 - No food or drink is permitted at the computer stations.
 - There is a fee for printouts--for current rates please ask RFL staff.
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Date of adoption 07-01-13

Record of Adoption

Approved 3

Abstentions 0

Opposed 0

ID	Title	Frequency	Last Revision
OUTR-001	School Use Policy	Annually	07-01-2013

Roxbury Free Library School Use Policy

As in the past, we want to continue to encourage the Roxbury School to use our collection. We would like to encourage use by the teaching staff as well. Obviously school use will help us greatly in facilitating maximum circulation. Hopefully school use would carry over into home use, reaching out into the community at large.

Our focus at present is in pre-school, after school and adult programs. General library hours will therefore diminish but we would be most happy to open anytime, within reason, at the request of a patron. As stated before, we would like the teaching staff to use the library and we would open the door any day after school. Simply call one of the trustees.

The following policy is intended to solidify procedures for school use in order to best keep track of our books and make them readily available to our patrons:

1. The school will be responsible for books borrowed from our collection; including paying replacement costs should the books be lost or damaged. Keeping track of the circulation of our books through the school library will be the responsibility of the school library media specialist.
2. Basic checkout procedures follow: the card is to be removed from the book, the patrons number is added to the card (in this case the school media specialist), marked with a due date placed in the circulation box.
3. Theme related books may be checked out for a period of two months, after which they are to be returned to the library.
4. Books returned to the library by the school will be carded and shelved by the Roxbury Free Library Staff.
5. Books relating to selected projects for use in pre-school or after school programs may be reserved by the Roxbury Library. The school may request holiday and seasonal books for short term use by contacting our librarian.

Date of adoption 07/01/2013

Record of Adoption

Approved	<u>3</u>
Abstentions	<u>0</u>
Opposed	<u>0</u>