

Meeting Minutes
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)

Present: Heidi Albright (Chair), Jeanne Beckwith (Clerk), Carl Ellis (Treasurer), Dottie Guiffre (Vice Chair), Jane Pincus arrived at 9:15, Ryan Zajac (Library Director)

Absent: None

Audience: None

1.0 09:09 Call to order

The meeting was called to order at 09:09

2.0 09:09 Additions/Postponements of Agenda Items

None

3.0 09:10 Consent Agenda Items

3.1 Review of minutes of 09/11/2025 meetings

The minutes of 09/11/2025 were reviewed and accepted.

3.2 Review of Treasurer's Report

There was discussion of how we keep track of solicited vs. unsolicited donations. Ryan and Carl record that information. Treasurer's report was reviewed and accepted.

3.3 Review of Library Director's Report

September was a normal month of solid library activity. There was some after school traffic. There is no set registration for the upcoming Astronomy meeting on October 18th. We will meet outside of the Brookfield Meeting House. It will be publicized as usual. The coffee hour is coming up. Organizing the donated books was discussed. We are out of room. Dottie suggested having a book table at the pumpkin carving in the park. Ryan reported on the meeting he attended with Washington county libraries. Library Director's report was reviewed and accepted. A motion was made by Carl Ellis and seconded by Dottie Guiffre to accept the consent agenda

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Approved at the 11/13/2025 Meeting.

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which include the: minutes of 09/11/2025, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved

4.0 09:39 **Additions to Agenda**

None

5.0 09:39 **Audience**

None

6.0 **Old Business**

6.1 09:40 **Strategic plan updates**

There is not much to report. Heidi has heard that the coffee hours are appreciated. Committee work will continue. Heidi has shared our plan with the Trustee List Serve. No action taken.

6.2 09:45 **Discuss and adopt policies COLL-003 Internet and Computer Acceptable Usage Policy and OUTF-001 School Use Policy**

Heidi had a question about the age of consent of 12 and over for children to check out books or go online without parental oversight. RFL is in compliance with state law. There will be a reference to resources (hyper-link?) that will explain RFL policy regarding library use by minors. Discussed how changes in mission statement impacts internet usage policy and will necessitate corresponding updates anytime the mission statement is modified. Ryan discussed adding "We do not restrict public access to the internet which is part of RFL's mission unless some activity is found to be in violation of this policy or the law, RFL will not restrict access." The policy statement will be amended. Any policy violation would be difficult to monitor. Ryan will incorporate suggested changes and wordage into the formal policy statement. A motion was made by Heidi Albright and seconded by Carl Ellis to approve revisions. Vote: 5 yes, 0 abstentions, 0 no. Approved

Next, we discussed the School Use Policy: There was some attempt to provide afterschool library services at RVS the first year the school was closed. It was

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not really successful. The policy should be that RFL will continue to provide library services to Roxbury, our school district and other community schools. We will continue to encourage library use. Discussed policy for adjusting library hours to accommodate patrons. This could be problematic. This will require a re-write. We will delete current paragraph and revise policy to show specifics and qualifications commensurate with our mission. Other school use procedures will be amended as well to ensure students and teachers have the access they need. Procedures will be added/deleted as dictated by current need. Heidi suggested that there should be some reference in the school use policy to internet usage as well. Ryan read changes aloud and incorporated these changes.

A motion was made by Carl Ellis and seconded by Dottie Guiffre to approve school use policy with discussed updates. Vote: 5 yes, 0 abstentions, 0 no. Approved

6.3 10:46 Finalize plans for 10/25 celebration of support

The Invites were sent out. This is the date for our usual Coffee gathering. We will start at 9:30. Discussed needing more coffee. We will see about securing a second carafe. Ryan will let Randy know we need more. Discussed snacks and cider. Jane will make a poster. We'll announce that the pumpkin carving will be that afternoon. Heidi will look for a toy lawnmower for Tom Frazier. No action taken.

7.0 New Business

7.1 11:05 Employee compensation negotiations (executive session for personnel discussions)

A motion was made by Jane Pincus and seconded by Dottie Guiffre to enter into executive session with Ryan invited to participate at 11:05 to discuss compensation negotiations. Vote: 5 yes, 0 abstentions, 0 no. Approved

A motion was made by Carl Ellis and seconded by Dottie Guiffre to exit executive session and return to open session at 11:25. Vote: 5 yes, 0 abstentions, 0 no. Approved. No action taken upon return to open session.

7.2 11:00 Draft FOL annual appeal letter

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We send these out every year. Jane will facilitate this. She will think of a gimmick to grab attention. She will make drafts and send them out for suggestions. She will ask each of us for a short statement about the library to include in the letter. No action taken.

8.0 Future Meetings

8.1 11:26 Next regular board meeting 11/13/2025

9.0 11:27 Adjournment

The meeting was adjourned at 11:31

Respectfully Submitted, Jeanne Beckwith (Clerk)

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