

Agenda

Roxbury Free Library

Board of Trustees' Meeting

November 13 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 10/09/2025 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 Finalize FOL annual appeal letter
 - 6.3 10:30 Finalize library director annual evaluation (executive session)
- 7.0 New Business
 - 7.1 10:50 Review and discuss FY27 RFL operating budget
 - 7.2 11:15 Coordinate Christmas gift giving
- 8.0 Future Meetings
 - 8.1 11:16 Next regular board meeting 12/11/2025
- 9.0 11:17 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
October 9 2025 at 09:00

Physical Meeting Location: Roxbury Free Library
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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 00/00/202x 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 OUTR-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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Trustee Meeting held – November 13th 2025

DIRECTOR'S REPORT

October 2025

Library Operations Report

Upcoming Events and Meetings

- 11/26 & 11/27 RFL Closed
- 12/7 and 12/21 RFL Game Night
- 12/8 RFL Book Club

October Outreach

- In October the RFL hosted 6 programs and meeting space for 4 events (Celebration of Support, Astronomy Program, Trunk or Treat, Farm School Visit, Adult Book Club, RFL game night, and Roxbury Roots, Roxbury Democratic Party, VCRD Task Forces). Attendance in these events included 125 adults and 68 children.
- The RFL provided free children's books during the pumpkin carving activity at the village park.
- The RFL made one home delivery of materials in October 2025

Miscellaneous

- Baker and Taylor, the primary distributor we have used for our collection acquisitions unexpectedly went out of business last month. Their closing is a big deal in the library world. We have been working to establish accounts with other distributors, but there will be a delay in new materials showing up at the RFL as we get all the details ironed out. There are not many wholesale book distributors to begin with, so B&T's closure is going to be felt well beyond just the RFL. In fact, the platform that all libraries use to report their annual statistics to their state department of libraries was managed by B&T. It sounds like all states are committed to continuing that data collection effort, but no plan or details on what that will look like in 2025 are available.
- On Nov. 17 the Vermont State Library will turn 200 years old.
- Ryan attended the quarterly VOKAL consortium members' meeting in October.

RFL Service description

- Thank you for the astronomy program at The West Brookfield Meeting House. Our kids had SUCH a great time. They loved running into neighbors we don't see often, meeting new West Brookfield neighbors, and learning about planets, moons and other celestial wonders. We appreciate your creating an opportunity for our East Roxbury/West Brookfield community to connect. Thanks again!

Volunteers providing service in the last month

Glen and Carla Cross

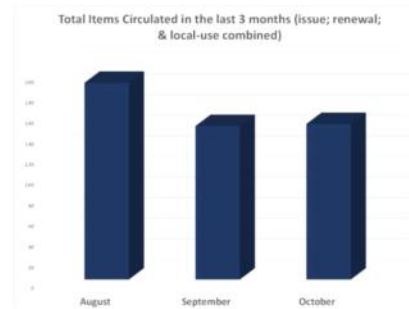
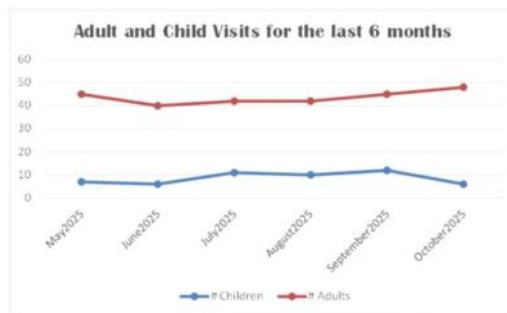
October by the numbers Roxbury Free Library

54 visits

0.66 visitors per hour open

↓ 5%
since September

Summary Statistics of RFL




9,868 items
in the collection

?
8
reference
questions
answered



51 e-content
accessed

ILL
7 → RFL → 4

www.roxburyfreelibrary.org
was visited 471 times in October



0 Passes checked out

+ 2

Registered new patrons



338 active patrons.

113 Registered users of LUV

