



## Agenda

Roxbury Free Library

Board of Trustees' Meeting

December 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 11/13/2025 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 Discuss and finalize FY27 RFL operating budget
  - 6.2 10:20 Coordinate Christmas gift giving
- 7.0 New Business
  - 7.1 10:25 Discuss and take action on Treasurer's authority to work with financial planner
- 8.0 Future Meetings
  - 8.1 10:40 Next regular board meeting 01/08/2026
- 9.0 10:45 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.*

**Agenda**  
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Board of Trustees' Meeting  
November 13 2025 at 09:00

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**Present:** Heidi Albright (Chair), Jeanne Beckwith (Clerk), 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 09:01

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

None

**3.0 09:10 Consent Agenda Items**

**3.1 Review of minutes of 10/09/2025 meetings**

The minutes of 10/09/2025 were reviewed and accepted.

**3.2 Review of Treasurer's Report**

Carl has work out most questions. He brought up how the operating fund doesn't seem to change on the report. He has talked to Tammy. The ins and outs are consistent. There was no fundraising to speak of in October. The Treasurer's report was reviewed and accepted.

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

Library Director's report was reviewed and accepted. November 17th is the 200 year anniversary of The Vermont State Library. The primary distributor of collection acquisitions that we deal with has gone out of business. We have to find new distributors who will offer us similar discounts and services. Data collection was and is essential. Libraries across the country are working to keep this consistent. We had good attendance at all events. Trunk or Treat was above average. The Astronomy event in Brookfield was a success. A motion was made by Jane Pincus and seconded by Dottie Guiffre to accept the consent agenda which include the: minutes of 10/09/2025, Treasurer's

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*Approved at the 00/00/202x Meeting.*

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report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no.  
Approved

**4.0 09:15 Additions to Agenda**

None

**5.0 09:15 Audience**

None

**6.0 Old Business**

**6.1 09:20 Strategic plan updates**

The board discussed where we stand. The financial committee met. They discussed ways in which we could perhaps use money that is not being used currently. There is some money coming in as dividends on investments. There was continued discussion of what will happen with the Roxbury School. Heidi discussed that at some time, we should update the public on our strategic plan progress. No action taken.

**6.2 09:35 Finalize FOL annual appeal letter**

We discussed what should be included in the letter. Carl brought up possibly including a fundraising goal. Dottie suggested including information about how donated funds will be used for specific projects. Heidi proposed a sentence about how state and federal funding is uncertain. It would also be good to have some kind of graphic representation of how donated funds are used for projects and materials that would otherwise be unavailable. Heidi and Jane will work on the letter and send it around for approval by Sunday. The possibility of putting an appeal on Front Porch Forum was discussed. Ryan will investigate how to do online donations.

**6.3 09:57 Finalize library director annual evaluation  
(executive session)**

There is no need to go into executive session. A motion was made by Carl Ellis and seconded by Jane Pincus to approve the letter of evaluation.  
Approved Vote: 4 yes, 1 abstention, 0 no. Approved.

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### 7.0 New Business

#### 7.1 10:00 Review and discuss FY27 RFL operating budget

Ryan said that we are moving ahead with budget development. There are no big organizational issues. Unless the board comes up with a new proposal for change it stands. Ryan is exploring what else is going on. Solar panel may affect electric expenses. Postage is area up for consideration. Ryan is also exploring how the Vermont Department of Libraries might figure into our totals. No action taken.

#### 7.2 10:12 Coordinate Christmas gift giving

The board discussed how to determine families. Last year Roxbury Rising suggested gift cards which felt less personal. Heidi would like to know what we wanted to do this year. Ryan will let Roxbury Rising know that we are interested in providing for the need. No action taken.

### 8.0 Future Meetings

#### 8.1 10:20 Next regular board meeting 12/11/2025

#### 9.0 10:20 Adjournment

The meeting was adjourned at 10:20

Respectfully Submitted, Jeanne Beckwith (Clerk)

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# Library Operations Report

## Upcoming Events and Meetings

- 12/24; 12/25; 12/31 & 1/1 RFL Closed
- 12/21 RFL Game Night
- 1/5 RFL Book Club

## November Outreach

- In November the RFL hosted 4 programs and meeting space for 2 events (RFL Coffee House, Jeanne Beckwith Play readings, Adult Book Club, RFL game night, and VCRD Task Forces). Attendance in these events included 43 adults and 4 children.
- We had a chance to finally sit down with Lenny Davis, the town's Emergency Management Director and discuss where the RFL fits into Roxbury emergency management planning. Key takeaways, despite uncertainty with RVS, there still is likely no reason to plan for the RFL to be central to the work of housing or staging people in the event of an emergency. Despite the RFL and Town Office both having air conditioning, if the town needs a formally declared cooling center it will likely be the red cross emergency shelter (e.g. Town Hall). We did share information about getting a Roxbury specific VT-Alert setup and offered assistance from the RFL if it were to make sense on that piece.

## Miscellaneous

- We have been pushing along the setup documents and expect to be fully setup with Ingram as the replacement book distributor to Baker and Taylor.
- The RFL furnaces were cleaned and serviced in November.
- Ryan attended the VT. Public Library Director Summit in November.
- The RFL was unexpectedly closed on Tuesday 11/25.
- Town Meeting 2026 will be the cycle where we have 3 seats up for re-election (Heidi, Jane, Dottie). Petitions do not need to be submitted until Jan, but since we have 3 seats up it might not hurt to make sure we have things lined up well in advance.

## RFL Service description

- Please let her know how happy I am with the help from the Roxbury Free Library!

## Volunteers providing service in the last month

None

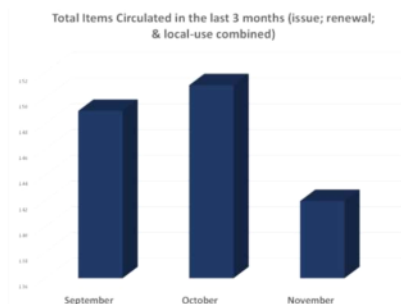
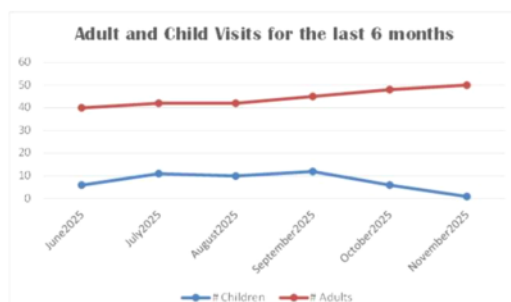
# November by the numbers Roxbury Free Library

## 51 visits

0.76 visitors per hour open

↓ 6%  
since October

### Summary Statistics of RFL



  
**9,878** items  
in the collection

**?**  
7  
reference  
questions  
answered



**44** e-content  
accessed

**ILL**  
7 → RFL → 3

[www.roxburyfreelibrary.org](http://www.roxburyfreelibrary.org)  
was visited 384 times in November



**0** Passes checked out

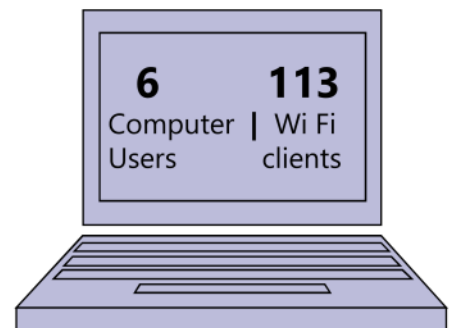
**+ 1**

Registered new patrons



**339** active patrons.

**113** Registered users of LUV



**6**

Computer  
Users

**113**

Wi Fi  
clients