

Meeting Minutes
Roxbury Free Library
Board of Trustees' Meeting
January 8 2026 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, Ryan Zajac (Library Director)

Absent: Dottie Guiffre

Audience: None

1.0 09:10 Call to order

The meeting was called to order at 09:10

2.0 09:12 Additions/Postponements of Agenda Items

Heidi moved to move the Executive Session to the top of the agenda. Carl Ellis seconded. All agreed. A motion was made at 09:48 by Heidi Albright and seconded by Carl Ellis to exit executive session and return to open session Approved. Upon return to open session, Ryan Zajac announced his resignation. He will stay on to aid in the search and transition, but plans to be finished with regular duties by Town meeting. The board will form a search committee today and begin the hiring process.

3.0 09:50 Consent Agenda Items

3.1 Review of minutes of 12/11/2025 meetings

Heidi indicated we should correct item 6.1 to change level funding to a request for \$800 in the computer reserve fund which is separate from the overall operating budget. With this change the minutes of 12/11/2025 were reviewed and accepted.

3.2 Review of Treasurer's Report

Carl indicated that we should change \$21.50 in December's fundraising to \$20.51. Donations and fundraising will be up over predicted amounts. Overall, we are about where we are supposed to be. Treasurer's report was reviewed and accepted.

3.3 Review of Library Director's Report

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 00/00/202x Meeting.

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Overall December was what was expected. There did seem to be fewer children at the library during the month. The Newsy went out, and Ryan was able to update some addresses that were incorrect. A few more than 300 hard copies were mailed for this issue. There are only a few that go out electronically. Carl brought up the status of where we are in the process of setting up a PayPal account. It is still being investigated. Heidi made a motion at this time to take advantage of putting the facilities grant into a cd with the town. Carl seconded. All agreed. Ryan will be submitting our data to the State's Collection. Carl will ascertain the date for submission of the library's report to the town. A motion was made by Jane Pincus and seconded by Heidi Albright to accept the consent agenda with changes noted above which include the: minutes of 12/11/2025, Treasurer's report, and Library Director's report. Vote: 4 yes, 0 abstentions, 0 no. Approved

4.0 09:20 Additions to Agenda

Heidi called for volunteers to serve on the library director search committee. She will help put it together. Jane is willing to serve if called. Jeanne is also willing. We will include some community members. We will try to get younger people and people with children involved. Heidi will work on developing the announcement. Carl Ellis moved that Jane Pincus and Jeanne Beckwith will be on the committee and look for community members to be involved. The committee will interview and present recommendations to the board. Jane Pincus seconded. All approved.

5.0 10:30 Audience

None

6.0 Old Business

None

7.0 New Business

7.1 10:30 Word and approve warning for Town Meeting

Heidi Albright moved that the articles for Town meeting with the \$800 change in article 2 be approved. It was unanimously approved.

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7.2 10:40 Submit FY27 budget for Town Meeting
We discussed the format of the budget reporting. No action taken.

7.3 10:40 Submit Trustees names running for election in 2026
The board discussed that Jane Pincus, Heidi Albright, and Dottie Guiffre are up for election in 2026. We are waiting to see if Dottie is interested in staying on. Heidi will contact Dottie. We will continue looking for new board. No action taken.

7.4 10:45 Plan February retreat agenda
The board discussed postponing the retreat until we have a new director. No action taken.

7.5 10:48 Executive session (personnel)
Moved to the beginning of the meeting

8.0 Future Meetings

8.1 10:48 Next regular board meeting 02/12/2026

9.0 10:49 Adjournment
The meeting was adjourned at 10:49

Respectfully Submitted, Jeanne Beckwith (Clerk)

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