

**Meeting Minutes**  
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)

**Present:** Heidi Albright (Chair), Jeanne Beckwith on Zoom (Clerk), Carl Ellis (Treasurer), Jane Pincus on Zoom, Ryan Zajac (Library Director)

**Absent:** Dottie Guiffre

**Audience:** None

**1.0 09:01 Call to order**

The meeting was called to order at 09:01

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

None

**3.0 09:08 Consent Agenda Items**

**3.1 Review of minutes of 11/13/2025 meetings**

The minutes of 11/13/2025 were reviewed and accepted with a few typo corrections (Title and "will" rather than "has" in 3.2).

**3.2 Review of Treasurer's Report**

Treasurer's report was reviewed and accepted. Carl reported on change in timing of report of town appropriation. Otherwise, reporting is same. Ryan will be meeting with Carl as funds come in from the fundraising letter.

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

Vermont DOL ILL support will change as noted (none). Ryan reached out to Roxbury Emergency Management Director. At this point the RFL will not be called on to provide emergency shelter. It is unlikely we will be used as a cooling center. There will be continuing discussion of how emergency management will be established. The Red Cross position is vacant. This year, Heidi, Dottie and Jane will be up for re-election.

A motion was made by Jane Pincus and seconded by Carl Ellis to accept the consent agenda which include the: minutes of 11/13/2025 as amended, Treasurer's report, and Library Director's report. Vote: 4yes, 0 abstentions, 0 no. Approved

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 01/08/2026 Meeting.

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**4.0 09:20 Additions to Agenda**

None

**5.0 09:21 Audience**

None

**6.0 Old Business**

**6.1 09:22 Discuss and finalize FY27 RFL operating budget**

The board discussed proposed line-items as adjusted. There was discussion of postal costs and how to adjust. There was discussion of insurance coverage of books on loan or otherwise off-site. Ryan recommended that that we investigate this at some point. Most line-items are status quo. We are going to propose an overall budget with a 2 percent increase. We will be requesting \$34,450 in town appropriations. A motion was made by Carl Ellis to approve the budget as it stands and seconded by Jane Pincus. Vote: 4 yes, 0 abstentions, 0 no. Approved

Heidi Albright moved that we request \$800 for the computer-reserve fund. Carl Ellis seconded. Vote: 4 yes, 0 abstentions, 0 no. Approved

**6.2 09:45 Coordinate Christmas gift giving**

Ryan has been given names and a shopping list. We discussed dividing up the list. We need to get whatever we're providing to Ryan by 12/17. Ryan will send out the list on e-mail. No action taken.

**7.0 New Business**

**7.1 09:59 Discuss and take action on Treasurer's authority to work with financial planner**

The board discussed what this would involve. How we handle gifts/grants. A motion was made by Carl Ellis to authorize the treasurer to take our existing grant/stock money and have Edward Jones manage those funds, as long as there is no expense to the RFL. This was seconded by Jane Pincus and Heidi Albright to approve. Vote: 4 yes, 0 abstentions, 0 no. Approved

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**8.0** Future Meetings

**8.1** 10:04 Next regular board meeting 01/08/2026  
**9.0** 10:05 Adjournment

The meeting was adjourned at 10:01

Respectfully Submitted, Jeanne Beckwith (Clerk)

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