

Agenda_Packet_01-08-2026

Agenda

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)

- 1.0 09:00 Call to order
- 2.0 09:01 Additions/Postponements of Agenda Items
- 3.0 09:05 Consent Agenda Items
 - 3.1 Review of minutes of 12/11/2025 meetings
 - 3.2 Review of Treasurer's Report
 - 3.3 Review of Library Director's Report
- 4.0 09:20 Additions to Agenda
- 5.0 09:25 Audience
- 6.0 Old Business
 - 6.1 None
- 7.0 New Business
 - 7.1 09:30 Word and approve warning for Town Meeting
 - 7.2 09:35 Submit FY27 budget for Town Meeting
 - 7.3 09:40 Submit Trustees names running for election in 2026
 - 7.4 09:45 Plan February retreat agenda
 - 7.5 10:00 Executive session (personnel)
- 8.0 Future Meetings
 - 8.1 10:15 Next regular board meeting 02/12/2026
- 9.0 10:16 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
December 11 2025 at 09:00

Physical Meeting Location: Roxbury Free Library
Virtual Meeting Location: Zoom
Meeting link:
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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

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**To be approved at the next regular board meeting
Approved at the 00/00/202x 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 a level-funded \$650 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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Trustee Meeting held – January 8th 2026

DIRECTOR'S REPORT
December 2025

Library Operations Report

Upcoming Events and Meetings

- 1/10 RFL Coffee House
- 1/18 RFL Game Night

December Outreach

- In December the RFL hosted 3 programs and meeting space for 1 event (RFL Coffee House, Adult Book Club, RFL game night, and VCRD Task Forces). Attendance in these events included 21 adults and 0 children.
- We compiled and mailed the Jan. 2026 issue of the Roxbury Newsy. In the time between issues we did update the Newsy mailing list based on information from the USPS. There were slightly more than 10 new addresses included in the latest mailing.
- The RFL's audio visual equipment was used by the Roxbury Planning Commission to facilitate a couple of their public presentations in December.

Miscellaneous

- After a short period with none on hand, we updated and prepared informational booklets to provide new patrons upon getting setup with their RFL account for the first time.

RFL Service description

- RFL provides materials that support community members in both planning travel as well as entertainment and information resources while on those very trips. So, you could say the RFL's impact is literally "widespread".

Volunteers providing service in the last month

None

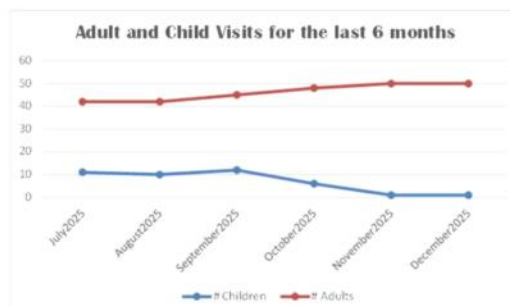
December by the numbers Roxbury Free Library

51 visits

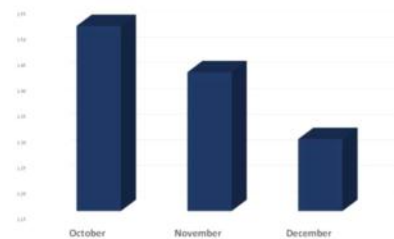
0.76 visitors per hour open

← 0%
since November

Summary Statistics of RFL



Total Items Circulated in the last 3 months (issue; renewal; & local-use combined)




9,877 items
in the collection

?
6
reference
questions
answered



47 e-content
accessed

ILL
9 → RFL → 5

www.roxburyfreelibrary.org
was visited 539 times in December

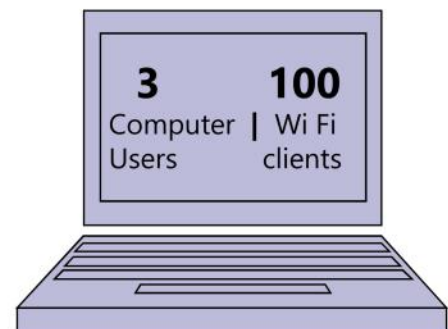


339 active patrons.
113 Registered users of LUV

0 Passes checked out

+ 0

Registered new patrons



3 Computer Users
100 Wi Fi clients

Trustee Information

Seat	Name	Position (2025 Update)	Length	Elected	Run	Next Run	Next Run	Next Run
1	Pincus		3	2017	2020	2023	2026	2029
2.1	Beckwith		3	2018	2019	2022	2025	2028
3.1	Albright		3	2019	2020	2023	2026	2029
4.1	Guiffre		3	2023	2032	2023	2026	2029
5	Ellis		3	2015	2018	2021	2024	2027
	Vice =	Sargent of Arms						

Article 1

Will the voters approve the sum of \$34,450 for the Roxbury Free Library, to be administered by the Trustees, with any excess to be directed to the Town's general fund at the conclusion of the fiscal year?

Article 2

Will the voters approve the sum of \$500 for the Roxbury Free Library Computer Capital Reserve Fund?