

Agenda_Packet_02-12-2026

Agenda

Roxbury Free Library
Board of Trustees' Meeting
February 12 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 from 01/08/2026 & 01/29/2026 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 Plan RFL raffle fundraiser
 - 7.2** 09:35 Town meeting preparations, if any
 - 7.3** 10:00 Executive session (personnel)
- 8.0** Future Meetings
 - 8.1** 10:15 Town Meeting 03/03/2026
 - Next regular board meeting 03/12/2026
- 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
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

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**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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Meeting Minutes		
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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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**To be approved at the next regular board meeting
Approved at the 00/00/202x Meeting.*

Meeting Minutes
Roxbury Free Library
Board of Trustees' Meeting
January 29 2026 at 09:00

Physical Meeting Location: Roxbury Free Library
Virtual Meeting Location: Zoom
Meeting link: <https://us02web.zoom.us/j/5980212288>
Meeting ID: 598 021 2288
Dial in Phone #: +1 646 931 3860 (US)

Present: Heidi Albright (Chair), Jeanne Beckwith (Clerk) remotely, Dottie Guiffre (Vice Chair), Jane Pincus remotely, Ryan Zajac (Library Director)

Absent: Carl Ellis (Treasurer)

Audience: None

1.0 09:00 Call to order

The meeting was called to order at 09:10

2.0 09:01 Additions/Postponements of Agenda Items

None

3.0 09:05 Audience

None

4.0 09:10 Additions to Agenda

None

5.0 09:11 Old business

None

6.0 New Business

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6.1 09:12

Setting up individual Trustee emails

The board discussed the details and process for using email accounts associated with the roxburyfreelibrary.org domain.
No action taken.

6.2 09:25

Executive session (personnel)

A motion was made by Dottie Guiffre and seconded by Jane Pincus to enter into executive session at 09:15 to discuss personnel matters. Vote: 4 yes, 0 abstentions, 0 no. Approved

In a motion duly made and seconded to exit executive session and return to open session at 10:50. Vote: 4 yes, 0 abstentions, 0 no. Approved

No action taken upon return to open session.

7.0 10:00 Future Meetings

Next regular board meeting 02/12/2026

8.0 10:01 Adjournment

The meeting was adjourned at 10:54

Respectfully Submitted, Jeanne Beckwith (Clerk)

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Library Operations Report

Upcoming Events and Meetings

- Nothing with confirmed dates as this report came out.

January Outreach

- In January the RFL hosted 3 programs and meeting space for 4 events (RFL Coffee House, Adult Book Club, RFL game night, Roxbury Roots, and VCRD Task Forces). Attendance in these events included 33 adults and 0 children.

Miscellaneous

- We now have on hand the vast majority of the children's playaway (56) and VOX (73) books to start that collection for those items which we did not currently have at the RFL.
- We replaced the old desktop computer with a new machine that supports the current Microsoft operating system and used some of the computer reserve funds to account for the purchase.
- We submitted a grant application to the VTDOL summer performer's grant fund and anticipate being awarded \$350 to support youth programming this next summer.
- We have been making calls but do not have a contractor lined up to replace the flooring in the RFL office area.

RFL Service description

- Based on the way one patron is currently using the RFL, our materials are being used to support instruction for children in several surrounding schools.

Volunteers providing service in the last month

None.

January by the numbers Roxbury Free Library

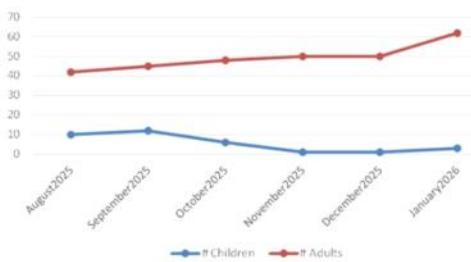
65 visits

0.80 visitors per hour open

↑ 28%
since December

Summary Statistics of **RFL**

Adult and Child Visits for the last 6 months



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



9,891 items
in the collection



6
reference
questions
answered



57 e-content
accessed

ILL

1 → RFL → 5

www.roxburyfreelibrary.org

was visited 984 times in January



0 Passes checked out

+ 1

Registered new patrons

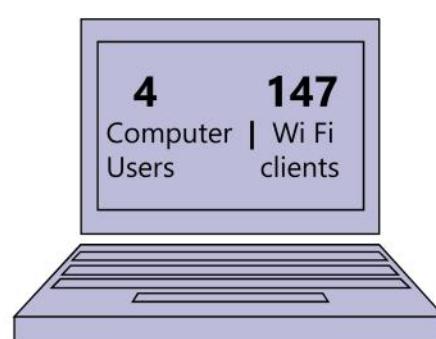


340 active patrons.

113 Registered users of LUV

4 Computer
Users

147 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						