

Agenda_Packet_03-12-2026

Agenda

Roxbury Free Library
Board of Trustees' Meeting
March 12 2026 at 12:00

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 12:00 Call to order
- 2.0 12:01 Additions/Postponements of Agenda Items
- 2.1 12:05 Elect Board Officers
- 3.0 12:20 Consent Agenda Items
 - 3.1 Review of minutes from 02/12/2026
 - 3.2 Review of Treasurer's Report
 - 3.3 Review of Library Director's Report
- 4.0 12:20 Additions to Agenda
- 5.0 12:25 Audience
- 6.0 Old Business
 - 6.1 None
- 7.0 New Business
 - 7.1 12:30 Declare Trustee meeting warning locations
 - 7.2 12:35 Determine Trustee meeting schedule for next year
 - 7.3 12:45 Discuss board vacancies and emeritus seats
 - 7.4 13:00 Review MISS-002 RFL Mission Statement
 - 7.5 13:15 Executive session (personnel)
- 8.0 Future Meetings
 - 8.1 13:45 Next regular board meeting 04/09/2026
- 9.0 13:46 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
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)

Present: Heidi Albright (Chair), Jeanne Beckwith (zoom) (Clerk), Carl Ellis (Treasurer), Jane Pincus (zoom), 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 09:11 Additions/Postponements of Agenda Items

None

3.0 09:12 Consent Agenda Items

3.1 Review of minutes from 01/08/2026 & 01/29/2026 meetings

The minutes of 01/08/2026 & 01/29/2026 with some time corrections were reviewed and accepted.

3.2 Review of Treasurer's Report

Treasurer's report was reviewed and accepted.

3.3 9:30 Review of Library Director's Report

The project playaway is progressing well. We continue to work on the RFL flooring repairs. It is not an immediate problem but will deteriorate. Funding is there for it, but we are still working out the details about contracting. Library Director's report was reviewed and accepted. A motion was made by Jane Pincus and seconded by Carl Ellis at 9:30 to accept the consent agenda which include the: minutes of 1/08/26 and 1/29/26 , Treasurer's report, and Library Director's report. Vote: 4 yes, 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.*

Meeting Minutes
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4.0 09:31 Additions to Agenda

None

5.0 09:31 Audience

None

6.0 Old Business

6.1 None

7.0 New Business

7.1 09:33 Plan RFL raffle fundraiser

The board discussed advertising. Jane will make a poster. We discussed what to include as prizes. Carl and Heidi will explore Northfield and Montpelier options. Jeanne will talk to Frazier's. No action taken.

7.2 09:40 Town meeting preparations, if any

The board discussed what we need to do. Carl has submitted what needs to be submitted. No action taken.

7.3 09:43 Executive session (personnel)

A motion was made by Carl Ellis and seconded by Jane Pincus to enter into executive session at 09:43 to discuss personnel matters. Vote: 4 yes, 0 abstentions, 0 no. Approved

A motion was made by and seconded by to exit executive session and return to open session at 10:07. Vote: 4 yes, 0 abstentions, 0 no. Approved No action taken upon return to open session.

8.0 Future Meetings

8.1 10:08 Town Meeting 03/03/2026

Next regular board meeting 03/12/2026

9.0 10:09 Adjournment

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Meeting Minutes
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The meeting was adjourned at 10:09

Respectfully Submitted, Jeanne Beckwith (Clerk)

DRAFT

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Library Operations Report

Upcoming Events and Meetings

- April 13 RFL Book Club
- May 2 Green Up Day
- June 1 VLA Conference

January Outreach

- In February the RFL hosted 2 programs and meeting space for 2 events (RFL Coffee House, Adult Book Club, Roxbury Roots, and VCRD Task Forces). Attendance in these events included 26 adults and 1 child.
- We reached out to local homeschool families and promoted RFL services to support their homeschooling efforts.
- We initiated the process for the production of the April Newsy.
- The RFL has been providing the printing services to support the Roxbury Connected groups "welcome packet" initiative.
- After speaking with a bus driver and school librarians, I do not anticipate us being able to make the newly acquired youth audiobooks available on the RVS busses through either of those entities. I think our next best bet to make those available for easy access would be to find a volunteer to meet kids at the RVS morning pickup once or twice a week circulate materials. This would be akin to a bookmobile scenario and can hopefully be pursued with nicer weather.

Miscellaneous

- We might have a flooring contractor able to take on the office floor replacement in April, still awaiting some confirmed numbers and decisions related to the materials and those decisions.

RFL Service description

- Another year of positive support for the RFL on the Town Meeting floor.

Volunteers providing service in the last month

None.

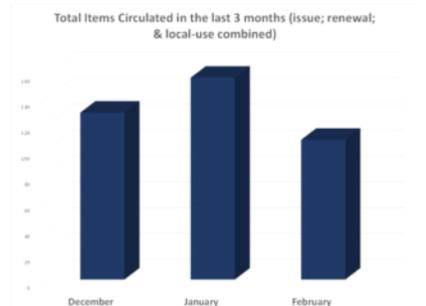
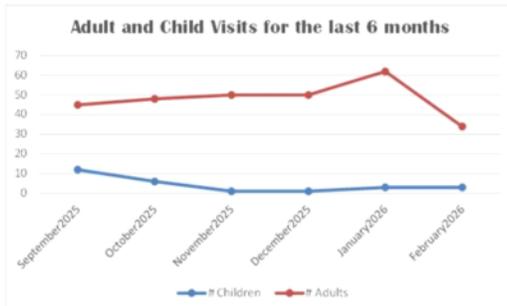
February by the numbers Roxbury Free Library

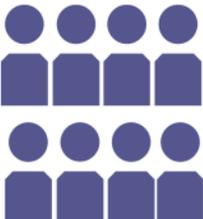
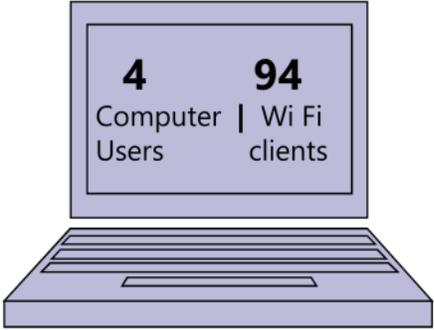
37 visits

0.51 visitors per hour open

↓ 43%
since January

Summary Statistics of RFL



 <p>9,920 items in the collection</p>	<p>? 5 reference questions answered</p>	 <p>77 e-content accessed</p>	<p>ILL 6 → RFL → 3</p>
 <p>0 Passes checked out + 1 Registered new patrons</p>		 <p>4 Computer Users 94 Wi Fi clients</p>	
 <p>341 active patrons. 114 Registered users of LUV</p>			

www.roxburyfreelibrary.org
was visited 1,100 times in February

Potential Draft Language for Emeritus board members

The RFL Board of Trustees (hereafter Board) may designate any current or former Board member as Trustee Emeritus in recognition of distinguished service to the board. A Trustee Emeritus shall have the right to participate in RFL Board discussions and deliberations in an advisory capacity, and receive all reports distributed to the Board. A Trustee Emeritus shall have no voting privileges other than those established as a member of the board, shall not have any authority to act on behalf of the board without specific approval from the board, and may not serve as an officer of the board.

Current RFL Trustee meeting warning locations

1. RFL
2. Town Office
3. Roxbury USPS
4. RFL Website (required by OML)

Current RFL Trustee meeting schedule

Normal monthly board meetings are being held at 9:00 on the 2nd Thursday of each month in the RFL.

ID	Title	Frequency	Last Revision	Last Reading
MISS-002	Mission Statement	Annually	03-09-2021	03-13-2025

**Roxbury Free Library
Mission Statement**

Our mission is to develop and nourish the spirit and imagination of all individuals in our community and 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.

Date of adoption 03-13-2025

Record of Adoption

Approved 4

Abstentions 0

Opposed 0

Heidi Albright, Carl Ellis, Dottie Guiffre, and Jane Pincus