

Meeting Minutes
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)

Present: Heidi Albright (Chair), Jeanne Beckwith (Clerk), Carl Ellis (Treasurer), Ryan Zajac (Library Director)

Absent: None

Audience: Jane Pincus (remotely)

1.0 12:00 Call to order

The meeting was called to order at 12:01 by Ryan Zajac

2.0 12:01 Additions/Postponements of Agenda Items

None

2.1 12:05 Elect Board Officers

A motion was made by Carl Ellis and seconded by Jeanne Beckwith to appoint Heidi Albright as board chair. Vote: 3 yes, 0 abstentions, 0 no. Approved. The meeting was turned over to chair Albright.

A motion was made by Heidi Albright and seconded by Carl Ellis to appoint Jeanne Beckwith as board clerk. Vote: 3 yes, 0 abstentions, 0 no. Approved

A motion was made by Jeanne Beckwith and seconded by Heidi Albright to appoint Carl Ellis as board treasurer. Vote: 3 yes, 0 abstentions, 0 no. Approved

3.0 12:20 Consent Agenda Items

3.1 Review of minutes from 02/12/2026

The minutes of 02/12/2026 were reviewed and accepted.

3.2 Review of Treasurer's Report

Carl said there would be updated information as transfers are made.

Fundraising is going well. Heidi will work with Jane on thank you cards for all donors. Carl will get them sent out. Treasurer's report was reviewed and accepted. 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 04/09/2026 Meeting.

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Ryan noted numbers of kids served is down. E-book circulation is up. Regular programming has been consistent. We have done outreach to home-schooled families. There is a contractor in Barre to work on flooring needs. Ryan wondered if we need to contact the Select Board about any estimates received. As there has been prior approval, it will depend on the estimate coming at or under the insurance amount. There was discussion of what is possible for us to assume from the school. If we want to hold a book sale, we need to assess what is now available. We do not know exactly what will be available to us in the school building for storage space. Caitlyn knows much of what remains to be taken care of. We need to decide about what we need to do going forward regarding storage, books, and potential sale. Ryan said that if we do not have space at the school or the community center, everything will have to go. We cannot make any decisions or commitments until we know what is happening with the building. Heidi said that it will be necessary to get a handle on exactly what is there and what needs to happen next. Caitlyn is on board for organizing the Newsy. Library Director's report was reviewed and accepted. A motion was made by Carl Ellis and seconded by Jeanne Beckwith to accept the consent agenda which include the: minutes of 02/12/2026, Treasurer's report, and Library Director's report. Vote: 3 yes, 0 abstentions, 0 no.

Approved

4.0 12:20 Additions to Agenda

None

5.0 12:25 Audience

Jane is here. Happy to be connected.

6.0 Old Business

6.1 None

7.0 New Business

7.1 12:30 Declare Trustee meeting warning locations

Meeting warnings will be posted at these locations: RFL, the Town Office, The Roxbury Post Office and the RFL website. A motion was made by Carl

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Ellis and seconded by Heidi Albright to approve those locations. Vote: 3 yes, 0 abstentions, 0 no. Approved

7.2 12:35 Determine Trustee meeting schedule for next year

A motion was made by Jeanne Beckwith and seconded by Heidi Albright to hold monthly normal board meetings at nine a.m. on the second Thursday of every month. Vote: 3 yes, 0 abstentions, 0 no. Approved

7.3 12:45 Discuss board vacancies and emeritus seats

We are approaching folks. Some guarded interest. A couple of folks have said they might be volunteers. We discussed having emeritus seats, but this would require warning and approval and change to the by-laws. We would need sixty days to warning to make this happen. The potential draft language was reviewed. It would be inserted under Article 4, section A. Legalities were discussed. Heidi will be contacting Tammy about our next steps re: legal consultation and language to be used. The board discussed this agenda item and no action was taken.

7.4 13:00 Review MISS-002 RFL Mission Statement

The board reviewed the Mission Statement. After a review, the board saw no need for any change. A motion was made by Heidi Albright and seconded by Carl Ellis to approve. Vote: 3 yes, 0 abstentions, 0 no. Approved

7.5 13:15 Executive session (personnel)

A motion was made by Heidi Albright and seconded by Carl Ellis to invite Jane Pincus and Ryan Zajac to enter into executive session at 13:16 to discuss the search for a new director. Vote: 3 yes, 0 abstentions, 0 no. Approved

A motion was made by Jeanne Beckwith and seconded by Carl Ellisto exit executive session and return to open session at 13:46. Vote: 3 yes, 0 abstentions, 0 no. Approved No action taken upon return to open session.

8.0 Future Meetings

8.1 13:45 Next regular board meeting 04/09/2026

9.0 13:46 Adjournment

The meeting was adjourned at 13:47

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Respectfully Submitted, Jeanne
Beckwith (Clerk)

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