

Agenda

Roxbury Free Library

Trustees' Meeting

August 3, 2026 at 04:30pm

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)

1.0 04:44 Call to order

Present: Heidi Albright President, Carl Ellis, Jeanne Beckwith Clerk, Amy Rogers, Library Director

2.0 04:45 Additions/Postponements to agenda items

None

3.0 04:40 Consent Agenda Items

3.1 Review Minutes from 7/13/26

3.2 Review Treasurer's Report

Carl is continuing to get clear on Grant monies with Tammy.

3.3 Review Library Director's Report

There are a lot of upcoming events. Amy has gotten new games with Summer Reading Program grant funds. Amy is continuing to investigate options for printing the Newsy. One option seems much lower in cost. Amy will get more definite information. Discussed fixing a definite time on third Saturday of the month for the coffee house. Other activities such as ice cream socials or movie matinees at RVS are in the planning stages. There are some computer issues to figure out. July by the numbers shows fewer visits as happens in summer. There are some software issues Heidi and Amy will work on.

4.0 05:23 A motion was made by Heidi Albright and seconded by Jeanne Beckwith to accept the consent agenda which include the: Minutes, Treasurer's report, the Library

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Director's report. Vote: 3 yes, 0 abstentions, 0 no. Approved

5.0 05:24 Audience: None

6.0 5:25 Old Business

6.1 Discuss financial planning work

Carl has been investigating investment possibilities. We are investigating where the grant monies from the VT Public Library Foundation Building Project Grant will best serve the library now and in the future. Heidi asked that we determine by the next meeting how to invest this money.

6.2 Updates on cataloging, excess book plans

Some work has been done. Some cataloging has been brought up to date. There are still many books in the RVS collection that need to be processed and evaluate. There are library books stacked in plastic totes that can be swapped out, Caitlin will know more about how this is done.

7.0 5:48 New Business

7.1 Annual policy review: Personnel Policy (PERS 001) and Director Job Description (PERS 002)

We began by discussing that there were no changes to the Trustee Calendar. Today, we looked at Personnel Policy which was updated last year. The Director Job

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Description is accurate and current. Heidi feels the formatting could be better, but there is no immediate need. It is good to keep on top of this as we will soon be beginning to work on personnel evaluations. No changes are necessary for either the Personnel Policy or the Director's Job Description.

7.2 6:00

Policy development: consider creating an AI content policy

Amy has been attending in-service training and it has come up that since Artificial Intelligence has become a growing issue, local libraries should develop AI policies. She went over several examples from other libraries. The trustees discussed options. Amy will come up with a possible statement about RFL's policy on the use of A.I.

8.0 6:14 **Future Meetings**

8.1 **Next Board meeting Sept. 14, at 4:30**

9.0 6:18 **Adjournment**

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