

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 04:30 Call to order
- 2.0 04:31 Additions/Postponements to agenda items
- 3.0 04:40 Consent Agenda Items
 - 3.1 Review Minutes from 7/13/26
 - 3.2 Review Treasurer's Report
 - 3.3 Review Library Director's Report
- 4.0 05:00 Additions
- 5.0 05:05 Audience
- 6.0 5:15 Old Business
 - 6.1 Discuss financial planning work
 - 6.2 Updates on cataloging, excess book plans
- 7.0 5:40 New Business
 - 7.1 Annual policy review: Personnel Policy (PERS 001) and Director Job Description (PERS 002)
 - 7.2 Policy development: consider creating an AI content policy
- 8.0 5:55 Future Meetings
 - 8.1 Next Board meeting TBD
- 9.0 6:00 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.*

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Roxbury Free Library

Trustees' Meeting

July 13, 2026 at 04:30pm

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1.0 04:48 Call to order

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

2.0 04:50 Additions/Postponements to agenda items Carl would like us to add reimbursement of a short term loan he made.

3.0 04:51 Consent Agenda Items

3.1 Review Minutes from 5/30/26

3.2 Review Treasurer's Report

End of fiscal year. Carl discussed over/under amounts. Working on questions re: insurance, payroll, and grant discrepancies. We need to schedule an appointment with Tammy to clarify these issues before going into the Fall budget planning. Carl will review the accounts prior to such a meeting with Tammy.

3.3 Review Library Director's Report

Passed out copies of the new brochure. Newsletter and Newsy was distributed. There is a problem with creating the mailing list. We're reviewing printing costs as well as ongoing problems with delivery. After the floor, Nate came and did a walk around. Issues with a internal leak. Heidi brought up the need to submit a formal request and ascertain what the process for getting estimates needs to be followed. We now have Facebook and Instagram. We got 2026 summer programming grant from the Vermont Dept. of libraries. Complete details of all is posted in the operations report. August Coffee House is tentatively scheduled for August 22. There is still some work to be done on updating/improving internet access. Amy

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is working with Justin McCoart. Amy will go forward with making this happen. Amy is continuing to work on grant for courier service.

- 4.0** 05:56 A motion was made by Carl Ellis and seconded by Jeanne Beckwith to accept the consent agenda which include the: Minutes ,Treasurer's report, the Library Director's report. Vote: 3 yes, 0 abstentions, 0 no. Approved

- 5.0** 05:57 Audience: None

- 6.0** 5:58 Additions:
Carl's reimbursement, we will warn for the next meeting.

- 6.1** 6:00 OLD BUSINESS

Discuss financial planning work

We have discussed investment opportunities. This planning is still contingent upon what happens with RVS which remains in limbo. It might be good to investigate investing in C.D.'s

- 6.2** 6:15 Discuss Cataloging project at RVS

Discussed enlisting Caitlin to help. Some question about location. Will continue working.

- 7.0** 6:20 New Business

- 7.1** 6:21 Call to volunteers: community outreach
Liva and J. J. have expressed interest.

- 7.2** Develop a plan for unsold books
Amy is looking for possible resources. Carl will take a box down to the Antiquarian Book store. Heidi has a resource—Sophie. Amy will investigate a source in Burlington, Mass.

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7.3

Meeting Schedule adjustment?

Mondays at 4:30.

8.0 6:30 Future Meetings

8.1

Next Board meeting August 3, 2026

9.0 6:31 Adjournment

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Library Operations Report

Upcoming Events and Meetings

- Read to Ariel (August 4th, 11th, 18th and 25th) from 10:30-11:30
- Game On! August 8th 1:00
- Coffeehouse Hour August 22nd 9:30
- Lego's Brick Builders August 29th 10:00
- End of Summer Reading Bingo program

July Outreach

- Sent out July Email Monthly Newsletter
- Options for new printers for Newsy
- Posted to Facebook and Instagram.
- Spent the \$350 of the Summer Reading Program grant on games and Lego's. Holding two events in August for kids. The games are now available for checkout.
- Still looking for book artists. Amy is planning to run an event in September if she isn't able to find a book artist to run a program.
- July programs
 - 7/18 Coffeehouse Hour – 5 adults, 1 kid
 - Summer Reading displays for kids and adults
- August
 - Susan D'Amico sponsoring coffeehouse
 - Reading with Ariel free events
- September
 - Date for coffeehouse and sponsor?

Miscellaneous

- Cataloging project
 - Caitlyn started it in July. Will be slower in August due to Arielf visits on Tuesdays.
- Meraki/Cisco – new device has been installed. Shared invoice with Tami and Carl.
- Using \$25,000 grant dollars

RFL Service description & Volunteers providing service – Nothing to report

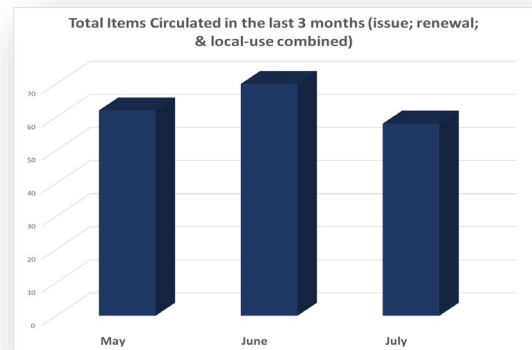
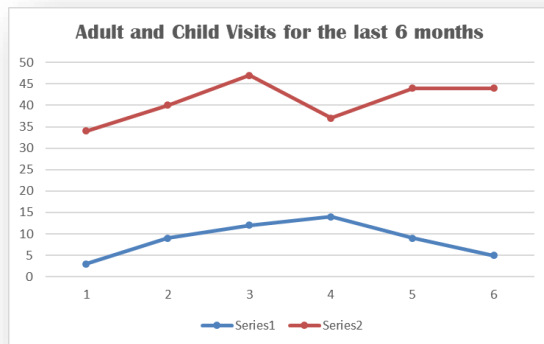
July by the numbers Roxbury Free Library

49 visits

0.73 visitors per hour open

↓ .9%
since June

Summary Statistics of RFL



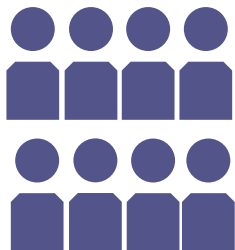

9,957 items
in the collection

?
12
reference
questions
answered

 **52**
e-content accessed

ILL
10 → **RFL** → **4**

www.roxburyfreelibrary.org
was visited ??? times in July

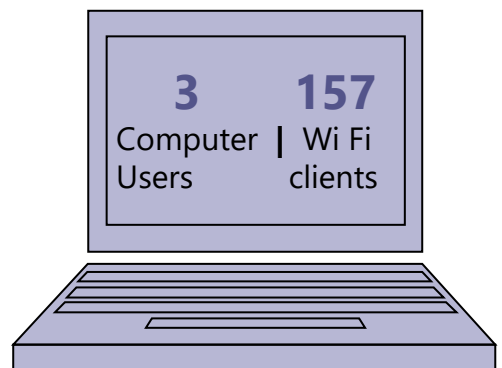


1 Pass checked out

+ 0

Registered new patrons

 **355** active patrons
131 Registered users of LUV



ID	Title	Frequency	Last Revision
PERS-001	Personnel Policy	Annually	08-22-2023

Roxbury Free Library Personnel Policy

Roxbury Free Library is a municipal library and the affairs of the library are managed by the Board of Trustees. The trustees hire a Library Director, who is exempt from the Town's Personnel Policy and is responsible for managing all other library employees and volunteers¹. It is our belief that the Library Director is first among the Library's valuable assets, and as such, every attempt is made to deal with the Library Director in ways that are fair, and that will nurture a mutually beneficial relationship between the Trustees and its Director. The Library is an equal opportunity employer and does not discriminate on the basis of age, sex, race, religion, color, sexual orientation, place of birth, ancestry, physical or mental condition or national origin.

This policy is not considered a contract to employment.

I. Recruitment: Any vacant employee position should be posted and advertised in local newspapers and social media stating position, pay scale, and application date deadline as well as other pertinent information. Reference checks may be made by telephone contact prior to an offer of employment.

II. Probationary Period: All employee appointments shall be made with a probationary period of 6 months. The Trustees, or Library Director, in their sole discretion, may reduce this probationary period if it is determined that a reduction is justified. One month prior to the end of the probationary period, the Trustees or Library Director will carefully review the work of the new employee. During the probationary period, the Trustees or Library Director may remove an employee who is unable or unwilling to perform the duties of the position satisfactorily or whose performance and dependability do not merit continuance in the service to the Roxbury Free Library.

III: Employee and Volunteer Job Descriptions: The Trustees are responsible for creating a job description for the library director position. The job description will be used for recruiting efforts for new directors as well as performance evaluations for employed directors. The library director will be responsible for creating job descriptions for any other employees of the library. The library director will also be responsible for creating volunteer work descriptions for library volunteers.

IV: Employee Responsibilities and Performance Evaluation: All employees and volunteers will be given a position description at the time of hire or recruitment, which shall stipulate the qualifications for and responsibilities required of the position. The Board of Trustees or Library Director will review the description on an annual basis

with the employee or volunteer, at which time any modifications deemed necessary or advisable will be made.

Annual evaluation of employees will occur in September unless otherwise scheduled by the Trustees or Library Director. After this evaluation, the Trustees or Library Director will present the employee with a written performance review. Also at this time, the employee will submit a self-evaluation, which shall detail the employee's goals for the coming year. Copies of the evaluations will be kept in the employee's personnel file.

V. Termination: The Trustees may dismiss the Library Director and the Library Director may dismiss any employee or volunteer if the position is eliminated or if the employee or volunteer becomes unable to perform the duties of the position. Volunteers work with the status of "at will" employees and the Library Director has the right to terminate the volunteer's working association with the Library at any time, for any reason. The Trustees or Library Director shall provide such employee or volunteer with written notice of the intent to dismiss the employee or volunteer and the reasons for such dismissal. The Trustees or Library Director shall also provide the employee or volunteer an opportunity to meet to review the reason for dismissal. Following such meeting, the Trustees or Library Director shall provide the employee or volunteer with written notice of the decision. The Trustees' or Library Director's decision shall be final.

VI. Grievances: It is the intent of the Trustees of Roxbury Free Library to address grievances informally. Employees are encouraged to make every effort to resolve problems as they arise. It is recognized, however, that grievances may occur, which will be resolved only after a formal appeal and review. A grievance is any matter considered by the employee or volunteer as grounds for complaint. An employee who believes that inequitable treatment has been received because of some condition of employment may personally or through representatives appeal for relief from that condition to the Trustees or Library Director.

VII. Pay and Benefits: The employee's pay rate will be based on qualifications and experience and determined each year during the budget planning process by the Trustees or Library Director. Also to be determined at that time will be the hours of combined time off, and the amount of money available for training and professional development.

VIII. Volunteers: The Roxbury Free Library Board of Trustees recognizes that volunteers are a valuable resource for the Library. Their energy and talents help the Library meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Volunteer services aid the Library in making the best use of its fiscal resources and help connect the Library to other community groups and organizations. Volunteers can also be valuable advocates for the Library in the community. The Library and its volunteers must work together to ensure a successful relationship. Library staff will continually work to recognize the contributions of Library volunteers and seek to expand the Library volunteer group as needed.

IX. Public Library volunteers are coordinated by the Library Director, or designee, and must be at least 14 years of age. Junior volunteers under the age of 14 required to perform service for specific programs are accepted on a short-term basis. Parents of junior volunteers must sign consent forms for their children to perform service hours at the Library.

Each volunteer must complete an application which will be kept on file in the Library. Volunteers may also be interviewed to determine their interests and levels of experience. Volunteer talents, experience, availability and interests will be considered in job assignments.

X. Library volunteers are bound by the rules contained in all Library policies and guidelines, especially those that relate to patron privacy and confidentiality. Library volunteers are recognized by the public as representatives of the Library and will be guided by the same work and personnel policies as employees. Library volunteers will be familiar with the Library's "Library Volunteer Guidelines" document.

XI. The Library accepts volunteers requiring court ordered community service at the discretion of the Library Director. Court ordered community service volunteers are required to be interviewed by the Library Director prior to being accepted for service. Junior volunteers under the age of 18 required to perform service for specific programs are accepted on a short-term basis. Parents/guardians of such volunteers must sign a consent form for their children to perform volunteer service hours at the Library.

¹ Volunteer means an individual not employed by the library who works on an occasional or regular basis in the library to assist the staff. A volunteer works without compensation or economic benefits provided by the library. In accordance with the Fair Labor Standards Act volunteers do not displace regular employed workers or perform work that would otherwise be performed by regular employees. In addition, paid employees cannot volunteer to provide the same type of services to the RFL that they are employed to provide.

Addendum A: Personal Acknowledgment

I,		acknowledge that:
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I received a copy of the Roxbury Free Library's Personnel Policy on _____;

I have been given the opportunity to ask questions about said policy and I have been provided with satisfactory information in response to my questions;

I understand that the language used in this personnel policy is not intended to create, nor should it be constructed to create, a contract of employment between myself and the Roxbury Free Library

I acknowledge that the Roxbury Free Library reserves the right to add, amend, or discontinue any of the provisions of this policy for any reason or none at all, in whole or in part, at any time, with or without notice;

I acknowledge that I understand the Roxbury Free Library's Personnel Policy and I agree that I will comply with all of its provisions.

Signature

date

Date of adoption 08/22/2023

Record of Adoption

Approved 5

Abstentions 0

Opposed 0

ID	Title	Frequency	Last Revision
PERS-002	Director Job Description	Annually	08-22-2023

ROXBURY FREE LIBRARY

Roxbury, Vermont

POSITION: LIBRARY DIRECTOR

The Library Director is responsible for the administration, supervision and coordination of all activities and services of the library and for carrying out the policies adopted by the Library Board of Trustees.

MAJOR RESPONSIBILITIES AND DUTIES

Service to the community

Participate in long range planning in conjunction with the Board of Trustees

Develop procedures for the smooth running of the library

Develop a collection of interesting materials in various formats

Maintain the collection

Provide reference, interlibrary loan, readers' advisory and referral services

Assist patrons to use library materials and technology

Develop programs that appeal to a variety of community members

Promote and publicize the library's services, activities and resources

Oversee the scheduling and use of the library after hours

Oversee the library physical structure, internally, externally and surrounding grounds for the purpose of facilitating building maintenance and apprising the board of trustees appropriately.

- I. Maintain the library web page

- II. Maintain library computers and offer basic computer and internet training for patrons
- III. Maintain the automated library system

Support and implementation of library policy

- I. Participate in monthly Board of Trustees meetings
- II. Maintain the policy file, passing policy information to staff and volunteers as appropriate, answer the public's questions about policies

Fiscal responsibilities

- I. Collaborate with the library board treasurer to develop an annual budget for Board of Trustee approval
- II. Track expenses and review and approve invoices
- III. Receive cash donations, fees and other income
- IV. Develop alternative library funding

Hiring, supervision and training staff and volunteers

- I. Recruit and oversee employees
- II. Manage volunteers
- III. Maintain a procedure manual for staff and volunteers and train all staff and volunteers

Formal Reporting

- I. Prepare monthly reports for the Board of Trustees
- II. Collect and analyze library statistics
- III. Complete reports, surveys and requests for information from state and federal library agencies and associations

Continuing Education

- I. Attend workshops and conferences related to library needs and inform volunteers and Board of Trustees of any workshops or meetings that might be of interest to them
- II. Affiliate with the Vermont Library Association and the American Library Association
- III. Stay abreast of developments in the library field for children and adults through current professional journals, Vermont Department of Library publications etc.

Perform other duties the Board of Trustees deems necessary for the efficient operation of the library

QUALIFICATIONS

Library science degree or Vermont Library Certification preferred.

Date of adoption 08/22/2023

Record of Adoption

Approved 5

Abstentions 0

Opposed 0