

Agenda

Roxbury Free Library

Trustees' Meeting

Oct 5, 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 9/14/26

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 Update on investment options for facilities grant

6.2 Discussion/progress on exterior Facility repairs

6.3 Event Planning: Finalize COS on October 19, Trunk or Treat

7.0 5:40 New Business

7.1 Budget discussion

7.2 End of Year appeal planning

8.0 Executive session: Personnel; and a legal issue

9.0 6:10 Future Meetings

9.1 Next Board meeting TBD: possible dates Nov 9 or 16

10.0 6:15 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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September by the numbers Roxbury Free Library

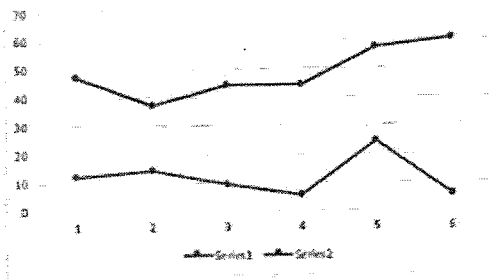
65 visits

0.97 visitors per hour open

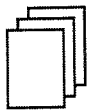
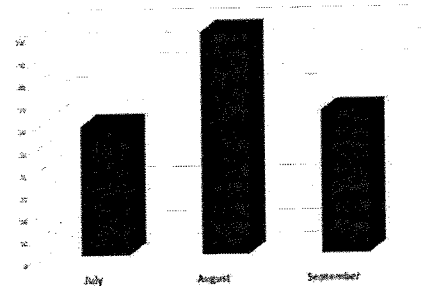
↓ .2%
since August

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)

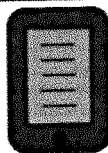


10,102 items
in the collection

?

14

reference
questions
answered



48

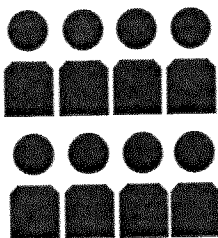
e-content accessed

ILL

17 → RFL → 5

www.roxburyfreelibrary.org

was visited **664** times in September



0

Pass checked out

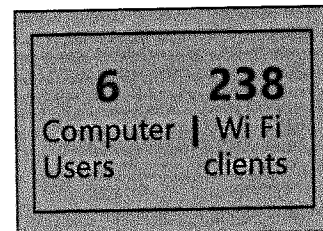
+ 6

Registered new patrons



365 active patrons

133 Registered users of LUV

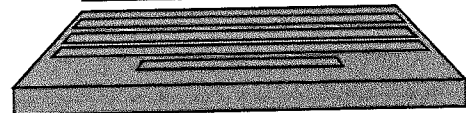


6

Computer
Users

238

Wi Fi
clients



Library Operations Report

Upcoming Events and Meetings

- Game Night, 10/8
- Coffeehouse Hour, 10/17 (no sponsor yet)
- Celebration of Support/VT Library Day 10/19
- Book Club, 10/26
- Trunk or Treat, 10/31

September Outreach

- Events for September
 - 9/10, Game Night – 4
 - 9/12, Book Art – 0
 - 9/19, Coffeehouse – 8
 - 9/26, Lego's – 0
- Newsy printing – new vendor (Glenda, Copies and More in Wells River VT)
- Starting to plan Trunk or Treat event
 - Need Judges
 - Need prizes (Best Kids (have gift cert from Woodbury Toys), Best Adult, Best Car)
- Still having syncing issues with computers...?
- Books – need boxes
- Still need to post AI policy (having issues with Wordpress)
- What's needed for Celebration of Support
- Budget

Miscellaneous

- Cataloging project
 - Caitlyn started it in July. Will be slower in August due to Arielf visits on Tuesdays.
- The Bridge – affordability in Vermont, involves public events, private interviews with Roxburians and grant/stipend for the library (Paul Gambil, Managing Director contact person)
- Baker and Taylor

RFL Service description & Volunteers providing service

- Sally Kirn
- Liva Coe

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1.0 04:40 Call to order

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

2.0 04:41 Additions/Postponements to agenda items

3.0 04:42 Consent Agenda Items

3.1 Review Minutes from 8/3/26

3.2 Review Treasurer's Report We will be setting up a meeting before October Board meeting to talk about next year's budget.

3.3 Review Library Director's Report

Amy reported that numbers are up all around. It has been a good month. We had good events, but attendance was low. Amy will be connecting with the after school program. September coffee is 9/19/26 at 9:30. We have more programs coming up. Amy continues to weed through books. We need more trustees.

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

4.0 04:42 Additions NONE

5.0 04:42 Audience NONE

6.0 04:45 Old Business

6.1 Discussion and potential action to invest portion of facility

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Grant funds

There was discussion of the facilities grant from Vermont Dept of Libraries. We need to work out how to balance the library's responsibility with the town. We need a memo of understanding. We need to be clear about how to use the monies and balance that with savings. There are several options for investment. Carl asked what would determine making this decision. Heidi Albright made a motion that Carl Ellis, as treasurer, seek options to invest \$20,000 of our facilities grant. Carl will bring back options for a vote. Jeanne Beckwith seconded. In Favor: All, Opposed: None.

- 6.2** 05:00 Discussion and potential action for exterior Facility repairs
Heidi has investigated possible contractors. The difficulty is finding someone both able and eligible. Amy will also be searching for licensed contractors. Heidi may be able to supply some names. Front Porch Forum is a possibility.

- 6.3** 5:10 Review and potential action to accept draft AI content policy
We will continue to review and update AI policy as the world goes on. Carl Ellis moved to adopt AI policy as presented. Heidi Albright seconded. Approved: All Opposed: None

- 7.0** 5:15 New Business

- 7.1** Plan Celebration of Support: We've done it in October, and we can combine it with the Coffee Hour. This sounds good. We will continue working to plan Trunk or Treat.

- 8.0** 5:29 Executive session: to discuss Personnel; and a legal issue

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Jeanne Beckwith moved to move into Executive session Heidi Albright seconded. seconded. All approved.

Jeanne Beckwith moved that we leave Executive Session at 5:45.

Heidi Albright seconded. All approved.

Heidi made a motion to accept the Library Director's Self-Evaluation . Seconded by Jeanne, All Approved. Carl made a motion to authorize Heidi to continue working with an attorney to resolve the legal issue around copyrighted images. Seconded by Jeanne, all approved.

9.0 5:49 Future Meetings

9.1 Next Board meeting TBD

10.0 5:50 Adjourned

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