

Agenda_Packet_04-13-2023

Agenda

Roxbury Free Library

Board of Trustees' Meeting

April 13, 2023 at 17:00

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 17:00 Call to order
- 2.0 17:01 Additions/Postponements of Agenda Items
- 3.0 17:05 Consent Agenda Items
 - 3.1 Review of minutes of 03/09/2023 meeting
 - 3.2 Review of Treasurer's Report
 - 3.3 Review of Library Director's Report
- 4.0 17:15 Additions to Agenda
- 5.0 17:20 Audience
- 6.0 Old Business
 - 6.1 17:25 Discussion of facilities projects at the RFL (West stairs and Exterior lighting)
- 7.0 New Business
 - 7.1 17:25 Discuss Green Up Day Book Sale
 - Discuss Raffle fundraiser (farmer's market)
 - 7.2 17:30 Discuss BYLA003-By Laws
- 8.0 Future Meetings
 - 8.1 17:45 Next regular board meeting 05/11/2023
- 9.0 17:50 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

March 9, 2023 at 17:00

Present: Heidi Albright (Chair), Jeanne Beckwith (Clerk), Carl Ellis (Treasurer), Dottie Guiffre (Vice Chair), Jane Pincus, Ryan Zajac (Library Director)

Absent: None

Audience: Ed Carney

1.0 17:00 Call to order

The meeting was called to order at 17:10 by Ryan Zajac

1.1 Appoint Board Officers

The board discussed appointments to the board seats.

A motion was made by Heidi Albright and seconded by Jane Pincus to appoint Carl Ellis as Board Treasurer. Vote: 5 yes, 0 abstentions, 0 no. Approved

A motion was made by Jane Pincus and seconded by Jeanne Beckwith to appoint Heidi Albright as Board Chair. Vote: 5 yes, 0 abstentions, 0 no. Approved

A motion was made by Carl Ellis and seconded by Jane Pincus to appoint Jeanne Beckwith as Board Clerk. Vote: 5 yes, 0 abstentions, 0 no. Approved

A motion was made by Carl Ellis and seconded by Heidi Albright to appoint Dottie Guiffre as Board Vice Chair. Vote: 5 yes, 0 abstentions, 0 no. Approved

The newly appoint Board Chair took over the meeting at 17:15.

2.0 17:01 Additions/Postponements of Agenda Items

Jane Pincus requested the board consider discussing a potential RFL program.

3.0 17:05 Consent Agenda Items

3.1 Review of minutes of 02/09/2023 meeting

The minutes of 02/09/2023 were reviewed and accepted.

3.2 Review of Treasurer's Report

Treasurer's report was reviewed and accepted.

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Meeting Minutes
Roxbury Free Library
Board of Trustees' Meeting
March 9, 2023 at 17:00

3.3 Review of Library Director's Report

The Library Director shared some context to the Feb. report and some follow-up to discussions that arose during Town Meeting. Upcoming work and programs include: web design, Curtiss Reed Jr. and Jim Rogler, grounds maintenance in all seasons, and possible volunteer clean up days. Heidi Albright inquired into whether or not the increased circulation in Feb. 2023 may be attributed to the patron postcard initiative. Library Director's report was reviewed and accepted. A motion was duly made and seconded to accept the consent agenda which include the: minutes of 02/09/2023, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved

4.0 17:15 Additions to Agenda

Jane shared that she would like the RFL to consider hosting a viewing of the new Nora Jacobson film focused on the life and work of Vt. poet Ruth Stone. Ryan will reach out to Nora to explore scheduling a showing of the film.

5.0 17:20 Audience

None

6.0 Old Business

6.1 17:25 None

7.0 New Business

7.1 17:25 Confirm board member contact preferences.

The board discussed and confirmed their preferred contact options. No action taken.

7.2 17:30 Designate 2023 board meeting warning locations

The board discussed what is required by OML for correctly warning a Board meeting. Jeanne Beckwith and Heidi Albright volunteered to help with posting agendas when needed. A motion was duly made and seconded to again

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Meeting Minutes
Roxbury Free Library
Board of Trustees' Meeting
March 9, 2023 at 17:00

designate the RFL, Roxbury U.S.P.S., and Town Clerk's Office bulletin boards as the physical posting locations for all board meetings. The RFL website will continue to be the digital posting location for all board meetings. Vote: 5 yes, 0 abstentions, 0 no. Approved

7.3 17:40 Determine 2023 board meeting calendar

The board discussed what days and times work best for a normal monthly Board meeting. A motion was duly made and seconded to hold normal RFL Board meetings on the 2nd Thur. of each month starting at 17:00 in the RFL. Vote: 5 yes, 0 abstentions, 0 no. Approved

8.0 Future Meetings

8.1 17:45 Next regular board meeting 04/13/2023

9.0 17:50 Adjournment

A motion was made by Jane Pincus and seconded by Carl Ellis to adjourn the meeting. Vote: 5 yes, 0 abstentions, 0 no. Approved. The meeting was adjourned at 18:15

Respectfully Submitted, Jeanne Beckwith (Clerk)

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04/05/23
03:06 pm

Town of Roxbury General Ledger
Trial Balance - Library Programs Fund
Current Year - Period 9 Mar

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Roxbury1

Account/Description	Budget	Balance
11-1-03-01.00 Due From Other Funds	0.00	11,773.94
Total Asset	0.00	11,773.94
11-2-01-01.00 Due to From	0.00	0.00
Total Liability	0.00	0.00
11-3-00-00.00 Fund Balance	0.00	-10,364.74
Total Fund Balance	0.00	-10,364.74

04/05/23
03:06 pm

Town of Roxbury General Ledger
Trial Balance - Library Programs Fund
Current Year - Period 9 Mar

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Roxbury1

Account/Description	Estimated Revenue	Received To Date	Uncollected Balance	MTD Revenue
11-6-03-03.00 Interest	0.00	0.00	0.00	0.00
11-6-03-12.00 Donations	0.00	-2,260.00	-2,260.00	-100.00
11-6-03-13.01 Fundraising	0.00	-1,501.00	-1,501.00	0.00
11-6-03-14.00 ARPA Grant Funds	0.00	0.00	0.00	0.00
Total Revenues	0.00	-3,761.00	-3,761.00	-100.00

04/05/23
03:06 pm

Town of Roxbury General Ledger
Trial Balance - Library Programs Fund
Current Year - Period 9 Mar

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Roxbury1

Account/Description	Budget	Expenditures	Balance	MTD Expenditures
11-7-30-21.04 Newsletter Expenses	0.00	1,115.78	1,115.78	0.00
11-7-30-21.05 Misc Expenses	0.00	44.06	44.06	0.00
11-7-30-22.00 Programs & Expenses	0.00	879.96	879.96	0.00
11-7-30-23.00 Copier Lease	0.00	312.00	312.00	0.00
11-7-30-24.00 Transfer Out	0.00	0.00	0.00	0.00
11-7-30-25.00 ARPA Grant Expenses	0.00	0.00	0.00	0.00
Total Expenditures	0.00	2,351.80	2,351.80	0.00
Total Library Programs Fund	0.00	0.00	0.00	0.00

Total Debits: 14,125.74 Total Credits: 14,125.74

04/05/23
03:07 pm

Town of Roxbury General Ledger
Detail Transactions Report
Period 6 Dec to Period 9 Mar

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Roxbury1

		Last Year						Uncollected
Account: 11-6-03-12.00		Unused Budget	Budget	Encumbrance	YTD Posting	Balance		
Description: Donations		0.00	0.00	0.00	-2,260.00	2,260.00		
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Previous Period Balance							25.00	
12/09/22	GL01 Library Donations	GJ# 20230153					1125.00	
12/16/22	GL01 Donations (Park & Library	GJ# 20230166					60.00	
12/22/22	GL01 Donations-Library & Com H	GJ# 20230169					125.00	
01/19/23	GL01 Donations	GJ# 20230181					50.00	
01/27/23	GL01 Library donation	GJ# 20230190					25.00	
02/08/23	GL01 Library Donations	GJ# 20230199					100.00	
02/27/23	GL01 Library Donations	GJ# 20230212					650.00	
03/29/23	GL01 Library Donations	GJ# 20230231					100.00	
Transaction Totals			0.00	0.00	0.00	0.00	0.00	2260.00
Account Totals			0.00		0.00			2260.00

		Last Year						Unexpended
Account: 11-7-30-21.04		Unused Budget	Budget	Encumbrance	YTD Posting	Balance		
Description: Newsletter Expenses		0.00	0.00	0.00	1,115.78	(1,115.78)		
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Previous Period Balance							703.99	
01/20/23	AP01 Ck:19202:MINUTEMAN PRESS	Batch 454					411.79	
Transaction Totals			0.00	0.00	0.00	0.00	1115.78	0.00
Account Totals			0.00		0.00		1115.78	

		Last Year						Unexpended
Account: 11-7-30-22.00		Unused Budget	Budget	Encumbrance	YTD Posting	Balance		
Description: Programs & Expenses		0.00	0.00	0.00	906.91	(906.91)		
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Previous Period Balance							416.48	
12/19/22	AP01 Ck:19087:CREDIT CARD PAYM	Batch 446					50.00	
12/19/22	AP01 Ck:19087:CREDIT CARD PAYM	Batch 446					103.70	
01/20/23	AP01 Ck:19197:CREDIT CARD PAYM	Batch 454					9.78	
02/09/23	AP01 Ck:19255:THE PLANETARIUM	Batch 457					300.00	

04/05/23
03:07 pm

Town of Roxbury General Ledger
Detail Transactions Report
Period 6 Dec to Period 9 Mar

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Roxbury1

Date	From Description	Reference	Budget	Budget	Encumbrance	Encumbrance	Actual	Actual
			Debit	Credit	Debit	Credit	Debit	Credit
Transaction Totals			0.00	0.00	0.00	0.00	879.96	0.00
Account Totals			0.00		0.00		879.96	

04/05/23
03:08 pm

Town of Roxbury General Ledger
Detail Transactions Report
Period 1 Jul to Period 10 Apr

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Roxbury1

			Last Year						Unexpended
Account: 01-7-80-95.03			Unused Budget	Budget	Encumbrance	YTD Posting			Balance
Description: Library			0.00	-32,550.00	0.00	24,412.50			8,137.50
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit	
08/17/22	GL01 Transfer Library Funds	GJ# 20230036					8137.50		
11/09/22	GL01 Transfer Library Appropri	GJ# 20230110					8137.50		
02/08/23	GL01 Transfer Library Appropri	GJ# 20230195					8137.50		
Transaction Totals			0.00	0.00	0.00	0.00	24412.50	0.00	
Account Totals			0.00		0.00		24412.50		

Library Operations Report

Upcoming Events and Meetings

- April 23rd – 29th is National Library Week
- Screening of *Vast Library*.... film with director Q & A on May 6th at 4:00
- RFL Book Club (May 15th)
- Curtiss Reed Jr. (May...)

March Outreach

- In March the RFL hosted 1 programs and meeting space for 0 events (Roxbury Candidate Meet and Greet). Attendance in these events included 16 adults and 0 children.
- Several programs were cancelled following the post-Town Meeting COVID-19 surge in Roxbury.
- We met twice in March with our Website designer. I shared in our email the link to the draft site for you to take a look at. We have some good ideas for organizing our data and site content and will be making some final decisions on the organizational structure of the content this month. After that, we'll be smoothing out some aesthetics pieces and getting close to being done with the work.
- We distributed all the COVID-19 tests we had on hand during March and are now awaiting our next resupply of those free tests for community members.
- The April 2023 issue of the Newsy was prepared and mailed.

Miscellaneous

- We do have a potential option to discard a good chunk of our unused donated book collection that is currently housed in the Community Center. If we're to run a Green Up Day book sale, I'll invite her to come that afternoon to take what she wants. With the forthcoming warmer weather, we're hoping to get the RFL storage space cleaned up in the community center.
- In March we submitted grant applications for a \$300 Summer Performer's Grant from VTDOL and a \$500 Winne Belle Learned Grant from the Dr. Rawson Foundation.
- Due to a problem with an accounting error, Kanopy was not available the entire month of March. We know for sure a few patrons weren't able to access it when they wanted to, but we don't think the problem caused too many disruptions.
- Susan D'Amico and I met in March to work on the Roxbury assets-based community networking project. We now have detailed community maps, and have roughly organized the community into "neighborhoods". The next step will be identifying the households within neighborhoods and identifying potential facilitators to help with the outreach component.
- Debra Rogler has been helping coordinate the 2023 Roxbury Garden Tour. We have been in contact with most of last year's participants and are working out details for this year's event.

Trustee Meeting held – April 13th 2023

DIRECTOR'S REPORT

March 2023

RFL Service description

- "This library is a lifesaver, I couldn't get by without it." January 2023 patron comment

Volunteers providing service in the last month

Rogler family.

March by the numbers Roxbury Free Library

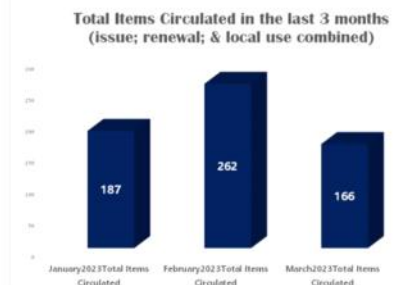
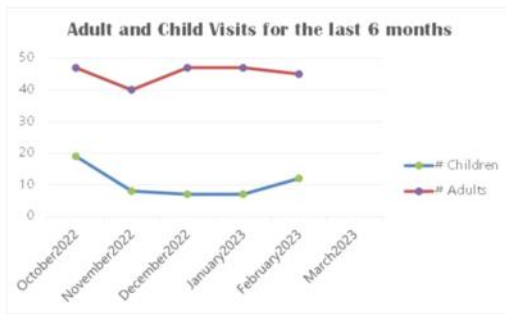
March 2023 was a somewhat inconsequential month at the RFL. No real noteworthy trends or numbers to highlight from the last month. Overall things were on the quiet side.

57 visits

0.74 visitors per hour open

↓ 3%
since February

Summary Statistics of RFL




8,470
items
in the collection

?
3
reference
questions
answered



68 e-content
accessed

ILL
0 → RFL → 6

www.roxburyfreelibrary.org
was visited ~130 times in March



0 Passes checked out

+ 0

Registered new patrons



395 active patrons.

106 Registered users of LUV



ID	Title	Frequency	Last Revision
BYLA-003	By-Laws	Annually	05-08-2018

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Article 1: Title and Authority

The name of these by-laws shall be known as the Roxbury Free Library By-laws.

Article VIII of the 2/22/1911 Roxbury Town Meeting stated: *To see if the Town will elect a board of Library Trustees and instruct such board to make application to the State Board of Library Commissioners under Section 878 and 879 of Vermont Statutes.*

The June 30th 1912 Report of the VT. Library Commissioners declared the legal establishment of the Roxbury Free Library.

In each of the towns of Colchester, Grand Isle, Lowell, Middlebury, Roxbury, Troy, Weathersfield and Williamstown, we have established a free public library under the library law by giving to each town conforming to the requirements of that law a one hundred dollar collection of books selected with regard to the particular needs of the town.

Article 2: Purpose

The purpose of the Board of Trustees for the Roxbury Free Library is to oversee the operation of library in accordance with statutes of the State of Vermont and in accordance with the Roxbury Free Library By-laws.

Article 3: Fiscal Year

The fiscal year of the Roxbury Free Library shall be July 1 through June 30.

Article 4: Board of Trustees

The Roxbury Free Library shall be governed by a Board of Trustees. The Board of Trustees shall consist of five members, all elected for terms of three years each at the annual Roxbury town meeting. Terms will be staggered.

A. Eligibility and Election to the Board

A.1. Eligibility for the Board of Trustees shall be limited to adults who are residents of Roxbury.

A.2. Newly elected Trustees will take office at the first meeting following the annual Roxbury town meeting.

A.3. In the event of a board vacancy after the annual Roxbury town meeting the board will recommend an appropriate individual to the Roxbury Selectboard. The Selectboard will then appoint a trustee until the following annual Roxbury town meeting. The Selectboard may choose to appoint an individual of their own.

B. Responsibilities and Action of Board Members

B.1. Trustees, as stated in VSA Title 22, Chapter 3, § 143, shall have full power to manage the public library, make and revise by-laws, elect officers, establish library policy and receive, control and manage property which shall come into the hands of the municipality of Roxbury by gift, purchase, devise or bequest for the use and benefit of the library.

B.2. Trustees shall also be responsible for long range planning of library services to the community; fundraising, budgeting and financial management of the library; maintenance of the library building; hiring a library director; maintaining and fostering strong relations between the library and the community; and serving as advocates for the library and library service.

B.3. All the actions of the Trustees shall be as a unit of the board. No individual Trustee of the board shall act on behalf of the board, on any matter, without prior approval of the board. No Trustee by virtue of his office, shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.

B.4. Each Trustee shall have one vote, irrespective of office held.

B.5. A Trustee must be present at a meeting to have his vote counted.

C. Conduct of Board Members

- C.1. Neither the library nor anyone affiliated with the library shall discriminate against any person or group on any arbitrary basis.
- C.2. No compensation may be paid to the Trustees for their services. However, Trustees may be reimbursed for their actual and necessary expenses incurred in performing duties if so authorized by the Board. If individual Trustees wish to join Vermont Library Association, they will be expected to pay the dues themselves.
- C.3. Trustees shall be under an affirmative duty to disclose their actual or potential conflicts of interest, either direct or indirect, in any matter under consideration by the Board or by a committee exercising any authority of the Board, and such interest shall be made a matter of record in the minutes of the meeting. A trustee or member of a committee having such an interest shall be permitted to make a statement with regard to the matter but shall not be permitted to participate in the discussion or decision of the matter.
- C.4. **Description of conflict.** A conflict of interest shall include any situation where a person's pecuniary or other significant personal interest, whether direct or indirect, in a matter before the Board conflicts with, or may tend to conflict with, such person's fiduciary duties to the Library. Such interest would normally include any ownership or financial interest through business, investment, or family ties, and a compensation arrangement. A matter before the Board shall include a matter before a committee exercising any authority of the Board.

D. Termination of Board Members

- D.1. The term of office of a Trustee may be terminated prior to its expiration in any of the following ways: (i) voluntarily by a Trustee upon notice to the Library; (ii) automatically upon failure to meet qualifications for office; and (iii) involuntarily for cause by vote of the Board of Trustees provided that the accused Trustee is given adequate notice of the charges (e.g., breaking the conduct articles above) and the opportunity to respond in person or in writing. A Trustee who is absent from two consecutive board meetings or three meetings in a year, unless excused by the Board, shall be presumed to have resigned.

Article 5: Board Officers

- A. The officers of the Board shall be the Chairperson, Vice-Chairperson, Secretary and Treasurer, elected annually by the Board at the annual meeting in April each year. These officers shall serve for a period of one year. Vacancies of officers shall be filled by election of the Board.
- B. The Chairperson shall preside at all meetings of the Board, shall issue notice of all regular and special meetings, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board of Trustees, serve as an ex-officio voting member of all committees, and perform other duties as determined by the board.

- C. The Vice Chairperson, in the event of the absence or disability of the Chairperson, or of a vacancy in that office, shall assume and perform the duties and functions of the Chairperson.
- D. The Secretary shall keep a true and accurate record of all meetings of the Board and shall perform such other duties as determined by the board.
- E. The Treasurer shall be the disbursing officer of the Board and shall perform such other duties as determined by the board.
- F. In the absence or inability of an officer to perform his duties, his duties shall be performed by such other members of the Board as the Board may designate.

Article 6: Library Director

- A. The Board shall appoint a Library Director who shall be the executive officer of the library under the direction and review of the Board and subject to the policies established by the Board. He will develop and implement responsive, effective services for the community; will employ and direct the staff and volunteers; will operate the library under the financial conditions contained in the annual budget; and will share responsibility with the Board of Trustees for the care of the buildings and equipment.
- B. The Library Director shall attend all board meetings except any portion of a meeting at which his appointment or salary is discussed or decided. The Library Director shall render and submit to the Board monthly reports and make recommendations of such policies and procedures, which, in the opinion of the Library Director, will improve efficiency and quality of library service.
- C. An annual evaluation of the Library Director will be done by the Board.

Article 7: Committees

- A. A nominating committee shall be appointed by the Chairperson three months prior to the annual Roxbury town meeting. Other candidates interested in serving on the Board can obtain the necessary papers from the Town Clerk so they can be placed on the Town Meeting Ballot.
- B. Committees for specific purposes may be appointed by the Chairperson. Such committees shall serve until the completion of the work for which they were appointed. Committees may include members of the community with particular expertise or interest, but there should be at least one Trustee on each committee.
- C. All Committees shall make a progress report to the Board at each of its meetings.
- D. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific powers to act.

Article 8: Board Meetings

- A. Regular meetings shall be held each month, the date and hour to be set by the Board. All Trustees are expected to attend all meetings of the board unless excused by the Chairperson for a particular reason.
- B. Special meetings of the Board may be called at any time by the Chairperson or upon the request of three members for a specific purpose.
- C. Executive session is available for a instances when board work includes sensitive matters or confidential information. Outside of executive session, all meetings of a majority of the Board are public meetings, during which members of the public may address the Board on any issue on its agenda, subject to reasonable rules to ensure order and civility.
- D. The Trustees shall make a report at the annual Roxbury town meeting of the library activities, of the condition of the library and of the management and expenditure of moneys as have come into their hands.
- E. A simple majority of the Trustees currently holding office shall constitute a quorum for conducting all business. If a quorum is not present at a regular meeting, the attending Trustees may set a date for another meeting to be held within two weeks, and the Chairperson shall notify the absent Trustees of this specially called meeting.
- F. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient:
 - i. Roll Call of Members
 - ii. Secretary's report
 - iii. Treasurer's report
 - iv. Library Director's report
 - v. Committee reports
 - vi. Unfinished business
 - vii. New business
 - viii. Period for Public Expression
 - ix. Adjournment
- G. Agendas for regular and special meetings and minutes of meetings will be posted according to the Vermont Open Meeting Law.

Article 9: Budgetary and Financial Procedures and Responsibilities

- A. The Trustees have "full power" to spend the voter-approved appropriation from the general fund, grants of money, as well as money raised by the library through fundraising efforts, as outlined in the library budget. Money shall be deposited in the library account kept by the Roxbury Town Clerk. Payments shall be made from this account against submissions of the library director when approved by the

library treasurer of the board or upon submission approved by any two of the library trustees.

- B. The operating and financial reports for the previous year shall be presented at the regular meeting in July.
- C. The preliminary budget for the subsequent fiscal year, as prepared by the Library Director and Treasurer, should be presented to the Trustees in November each year.
- D. The final budget for the subsequent fiscal year shall be presented (and approved by the Board assuming all is in order) at the December meeting.

Article 10: Review and Amendments

These By-Laws will be reviewed annually in April. These By-Laws may be amended or repealed in accordance with the procedure set forth relating to adoption of ordinances and rules in VSA Title 24 Chapter 59, Section 1976.

Date of adoption 05-08-2018

Record of Adoption

Approved 3

Abstentions 0

Opposed 0