



## Agenda

Roxbury Free Library

Board of Trustees' Meeting

May 11, 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 04/13/2023 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)
  - 6.2 17:40 Global Policy update (pronouns)
- 7.0 New Business
  - 7.1 17:50 Prepare for upcoming fundraisers (book and bake sale on July 4<sup>th</sup>; Farmer's Market.
- 8.0 Future Meetings
  - 8.1 18:05 Next regular board meeting 06/08/2023
- 9.0 18:06 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  
April 13, 2023 at 17:00

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**Present:** Heidi Albright (Chair), Jeanne Beckwith (Clerk), Dottie Guiffre (Vice Chair), Jane Pincus, Ryan Zajac (Library Director)  
**Absent:** Carl Ellis  
**Audience:** None

- 1.0 17:00 Call to order**  
The meeting was called to order at 17:04
- 2.0 17:01 Additions/Postponements of Agenda Items**  
None
- 3.0 17:05 Consent Agenda Items**
- 3.1 Review of minutes of 03/09/2023 meeting**  
The minutes of 03/09/2023 were reviewed and accepted.
- 3.2 Review of Treasurer's Report**  
The treasurer was absent, but his previously supplied monthly accounting report was reviewed and accepted.
- 3.3 Review of Library Director's Report**  
The Library Director shared the staff's plan to tour the libraries of central VT. for professional development. Green Up Day is the showing for the Ruth Stone film, still no rescheduled date for Curtiss Reed Jr.. Since the report came out, we found out the RFL was awarded a \$300 grant for summer programming. Decisions on organization are the remaining tasks for the website work. Library Director's report was reviewed and accepted. A motion was made by Jane Pincus and seconded by Dottie Guiffre to accept the consent agenda which include the: minutes of 03/09/2023, Treasurer's report, and Library Director's report. Vote: 4 yes, 0 abstentions, 0 no. Approved
- 4.0 17:15 Additions to Agenda**  
None

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*\*To be approved at the next regular board meeting  
Approved at the 00/00/202x Meeting.*

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**5.0** 17:20 **Audience**  
None

**6.0** **Old Business**

**6.1** 17:25 **Discussion of facilities projects at the RFL (West stairs and Exterior lighting)**

The board discussed the feedback from the Selectboard on the West stair repair. If the candidate plan is to move towards wood or composite decking, then considering changing the stairs into a small porch with built-in benches is something the board sees value in pursuing. Dottie will speak with Jon Guiffre about a rough estimate for the design and Ryan will do the same with any other contractors.

The board discussed the work quote from Harmony Electric to install another exterior light fixture on the NW corner of the RFL. The board still sees the change as beneficial and would like to bring the project and quote to the Selectboard's attention.

The Library Director will send a letter to the Selectboard giving notice about these facility projects. No action taken.

**7.0** **New Business**

**7.1** 17:35 **Discuss Green Up Day Book Sale & Raffle fundraiser (farmer's market)**

The board discussed possible plans for a book sale on Green Up Day. Heidi will organize volunteers. With the movie screening in the afternoon, Ryan will reserve the community center for Sun. in case we need the extra time to get things cleaned up then. Ryan will contact Ed Carney to line up whatever needs to be done to again reserve a table slot at the Northfield Summer Farmer's Market to sell raffle tickets. No action taken.

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**7.2 17:45**

**Discuss BYLA003-By Laws**

BYLA003 was up for the annual review this meeting. The board discussed the process required to change the board's By Laws. A motion was made by Heidi Albright and seconded by Dottie Guiffre to globally review and update all pronoun usage in the entire RFL Policy to manual to include "they/them" pronouns. Vote: 4 yes, 0 abstentions, 0 no. Approved. Jane Pincus will take the lead on that editing effort.

**8.0**

**Future Meetings**

**8.1 18:00**

**Next regular board meeting 05/11/2023**

**9.0 18:05**

**Adjournment**

A motion was made by Jane Pincus and seconded by Jeanne Beckwith to adjourn the meeting. Vote: 4 yes, 0 abstentions, 0 no. Approved. The meeting was adjourned at 18:11.

Respectfully Submitted, Jeanne Beckwith (Clerk)

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## April by the numbers Roxbury Free Library

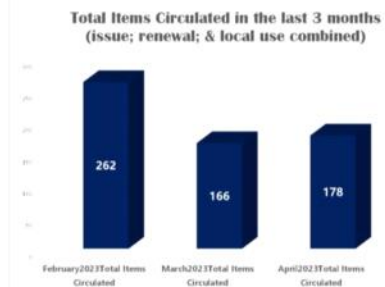
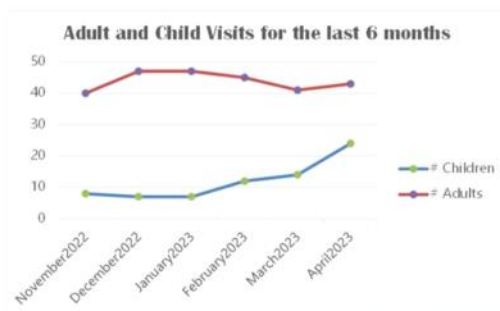
I was surprised to see that we didn't see a bump in circulation like we did visitation in April 2023. Most of the increase in visitation was a result of more kids coming through the building. Kids tend to check out a lot of books. I would have expected to have seen the circulation numbers go up more since we saw more circulation heavy kids in the RFL.

# 67 visits

0.89 visitors per hour open

**↑ 22%**  
since March

### Summary Statistics of RFL



  
**8,500**  
items  
in the collection

**?**  
9  
reference  
questions  
answered



**60** e-content  
accessed

**ILL**  
10 → RFL → 3

**[www.roxburyfreelibrary.org](http://www.roxburyfreelibrary.org)**  
was visited ~137 times in April



**1** Passes checked out  
**+ 0**  
Registered new patrons

**395** active patrons.  
**106** Registered users of LUV



Trustee Meeting held – May 11<sup>th</sup> 2023

**DIRECTOR'S REPORT**

*April 2023*

# Library Operations Report

## Upcoming Events and Meetings

- RFL Book Club (May 15<sup>th</sup>)
- RVS Afterschool Program (May 18<sup>th</sup>)
- Curtiss Reed Jr. (June ?...)
- July 29<sup>th</sup> 2<sup>nd</sup> Annual Roxbury Garden Tour

## April Outreach

- In April the RFL hosted 2 programs and meeting space for 1 event (Rogler Book Reading, Roxbury Book Club, and Roxbury Roots Meeting). Attendance in these events included 20 adults and 11 children.
- The April 2023 edition of the Newsy was prepared and has been delivered.
- I don't have any substantive changes to show on the website, but I may at the board meeting on the 11<sup>th</sup>.
- We have a date set for the 2023 Roxbury Garden Tour (July 29<sup>th</sup>).
- RFL staff are working to recruit more volunteers to serve in a more frequent capacity at the RFL.
- I need to confirm a few things first, but we do expect to start planning a remembrance or celebration of Joan Leary's contributions to the RFL, possibly to be held in June.

## Miscellaneous

- We are preparing to conclude our fiscal year and ensuring all the line items are expended before the end of the fiscal year (June 30<sup>th</sup> 2023).
- We were awarded a \$300 Summer Performer's Grant from VTDOL. I have not heard any news on the \$500 Winne Belle Learned Grant we applied for from the Dr. Rawson Foundation.
- Susan D'Amico and I expect to invite the initial round of community connectors into the RFL this month to outline the ABCD inventory effort.
- The Selectboard is requesting we confirm the preference for repairing the Western entrance stairs. They are investigating having a community member repair the crack. If that does not come to fruition, they'd like the Trustee's to okay the replacement of the existing concrete structure with a similar designed step using a different material (P.T. lumber or plastic wood)
- The unfolding of events at the May 2<sup>nd</sup> RFL program has prompted the RFL staff to reevaluate the RFL emergency preparedness procedures. Staff will meet this month and discuss lessons learned and make any updates as necessary.

## RFL Service description

- "We lived overseas for a few years and I ended up with a 1-hour long bus commute. The use of the Overdrive/Libby audiobook collection made those bus rides tolerable." RFL Patron

## Volunteers providing service in the last month

None.