

Meeting Minutes
Roxbury Free Library
Board of Trustees' Meeting
September 14, 2023 at 13:00

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)

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

Absent: None

Audience: None

- 1.0** 13:07 **Call to order**
The meeting was called to order at 17:31
- 2.0** 13:08 **Additions/Postponements of Agenda Items**
None
- 3.0** 13:09 **Consent Agenda Items**
- 3.1** **Review of minutes of 08/22/2023 meeting**
The minutes* of 08/22/2023 were reviewed and accepted.
- 3.2** **Review of Treasurer's Report**
Treasurer's report was reviewed and accepted.
- 3.3** **Review of Library Director's Report**
Library Director's report was reviewed and accepted.
*Upcoming activities are varied and exciting. Visits are up. More new patrons. The spelling of "The Newsy" was affirmed. Discussed need for some sort of covering for the bulletin board.
A motion was made by Jane and seconded by Carl to accept the consent agenda which include the: minutes of 08/22/2023, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved
- 4.0** 13:25 **Additions to Agenda**
Change of Meeting Time was discussed. Consensus was to move the meeting to the second Thursday of the month at 1 p.m.
- 5.0** 13:40 **Audience**
None

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

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6.0 Old Business

- 6.1** 13:40 Dottie Guiffre passed around a draft for a Request for Town Maintenance/Repair as discussed last week. Suggestions for changes and additions were made. Dottie will keep working on it.

7.0 New Business

- 7.1** 13:45 **Director self-evaluation (No formal written response and no need to go into executive session)**

The Director discussed this past year's activity. He discussed his areas of focus and being better at delegating library/organizational activities. There may be a need to ramp up volunteer activity and clarify some areas of responsibility. There was some discussion of how best to use volunteers. Jane suggested that perhaps the Newsy would be a way to call for volunteers and to define possible goals and projects for volunteer work. Ryan's goals for the coming year involve revisiting our operating procedural protocols to make sure everyone is ready to move adequately in case of emergencies. Heidi brought up the idea of having a first aid program/class available and open to the public. Overall, things have been good, but as we rebound from the pandemic, it is hoped that we will start seeing the impact of the library rebounding as well. There was discussion of possible action and advocacy.

- 7.2** 14:05 **Plan celebration of support**

The board discussed celebrations past and planning for this year. We need to pick a date and get the mailing ready. We have a donor list. The afternoon of October 28th seems to be the best date. Specific time tbd. Heidi will work on the postcard. Invitations will go out to volunteers, donors.

8.0 Future Meetings

- 8.1** 14:20 **Next regular board meeting 10/12/2023**

9.0 14:21 **Adjournment**

Moved by Carl. Seconded by Jane. The meeting was adjourned at 14:21

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Respectfully Submitted, Jeanne Beckwith (Clerk)

DRAFT

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