

Agenda_Packet_01-11-2024

Agenda

**Roxbury Free Library
Board of Trustees' Meeting
January 11, 2024 at 13:00**

Physical Meeting Location: Roxbury Free Library
Virtual Meeting Location: Zoom
Meeting link:
Meeting ID: 598 021 2288
Dial in Phone #: +1 646 931 3860 (US)

- 1.0** 13:00 Call to order
- 2.0** 13:01 Additions/Postponements of Agenda Items
- 3.0** 13:05 Consent Agenda Items
 - 3.1** Review of minutes of 12/14/2023 meeting
 - 3.2** Review of Treasurer's Report
 - 3.3** Review of Library Director's Report
- 4.0** 13:15 Additions to Agenda
- 5.0** 13:20 Audience
- 6.0** Old Business
 - 6.1** 13:25 None
 - 7.0** New Business
 - 7.1** 13:25 Submit name of Trustees running for election
 - 7.2** 14:20 Annual retreat planning (if any)
 - 8.0** Future Meetings
 - 8.1** 14:30 Next regular board meeting 2/8/2024
 - 9.0** 14:31 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
December 14, 2023 at 13:00

Physical Meeting Location: Roxbury Free Library
Virtual Meeting Location: Zoom
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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 13:10 Call to order

The meeting was called to order at 13:10

2.0 13:12 Additions/Postponements of Agenda Items

None

3.0 13:15 Consent Agenda Items

3.1 Review of minutes of 11/09/2023 meeting

The minutes of 11/09/2023 were reviewed. Heidi pointed out that we do not include details from Executive Session. These will be deleted and the minutes as amended are 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. Ryan clarified how use of the building space for meetings are recorded. Ryan discussed how the library can support the literacy initiative in Roxbury. Discussed other ways to support reading in the community. There is also interest in starting a board game night. A motion was made by Jane Pincus and seconded by Dottie Guiffre to accept the consent agenda which include the: minutes of Nov. 9th, 2023, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved

4.0 13:15 Additions to Agenda

It was noted that if anyone has any question regarding library activity or budget, they should directly contact the

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**To be approved at the next regular board meeting*

Approved at the 00/00/202x Meeting.

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library trustees. All pertinent information is available to the public. Everyone is urged to attend town meeting, if possible, to be available to answer any questions.

5.0 13:20 **Audience**
None

6.0 **Old Business**

6.1 13:30 **Second discussion and approval of FY25 draft budget (executive session if necessary for personnel discussions)**

We have made minor adjustments to reflect small changes in costs such as postage. The overall budget is currently down around 6 percent, but this does not include any changes in salaries. It was moved to go into Executive session at 13:45. A motion was made by Heidi Albright and seconded by Carl Ellis to exit executive session and return to open session at 14:24. Vote: 5 yes, 0 abstentions, 0 no. Approved No action taken upon return to open session.

7.0 **New Business**

7.1 14:15 **Coordinate Christmas gift plans**

The board discussed the gifts. No action taken.

7.2 14:20 **Approval of 2024 Town Meeting RFL Article warnings**

A motion was made by Heidi Albright and seconded by Carl Ellis for the two Articles. Carl Ellis moved and Dottie Guiffre seconded to approve the overall budget including town allocations of \$33,000. Vote: 5 yes, 0 abstentions, 0 no. Approved

8.0 **Future Meetings**

8.1 14:30 **Next regular board meeting 1/11/2024**

9.0 14:31 **Adjournment**

The meeting was adjourned at 14:31

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Respectfully Submitted, Jeanne Beckwith (Clerk)

DRAFT

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Library Operations Report

Upcoming Events and Meetings

- January 14 RFL Board Game Night
- January 15 RFL Book Club
- February 2024 Crankies show at RVS
- March 5 2024 Town Meeting Day

December Outreach

- In December the RFL hosted 8 programs and meeting space for 1 event (A.I. Program, Roxbury Book Club, Act 127 Meeting with Rep. Satcowitz, Holiday Ornament Crafting, Roxbury Toy Swap, RVS Classroom visits, and Roxbury Democratic Party Meeting). Attendance in these events included 41 adults and 29 children.
- The January 2024 Newsy is out.
- The 2024 Town Report is being dedicated to Joan Leary. Thanks to everyone who supported the effort to make that happen.

Miscellaneous

- I expect to meet with the core group organizing the RFL's 90th celebrations the 3rd week in Jan. If anyone has any suggestions or wishes to see something happen throughout the year, please let us know.
- The RFL FY23 metrics were compiled and submitted to the VTDOL for their effort to annually report out public library statistics each year.
- I met with Amy Barrett and we had identified two areas to focus our efforts on community literacy initiatives. The first is to simply build an active program around the VHC Vt Reads program. We will start by proposing the RFL Book Club put that on their reading agenda. The second is recruiting volunteers to create a replica program to Everybody Wins at RVS. The program is a mentor-based initiative that pairs students with community members to share lunch and stories.
- An extension to the door threshold was installed on the West entrance to cover up the hole in the concrete.

RFL Service description

- In December 2023 we helped a community member navigate the marketplace and find health insurance resources after losing coverage from their last provider.

Volunteers providing service in the last month

None.

December by the numbers Roxbury Free Library

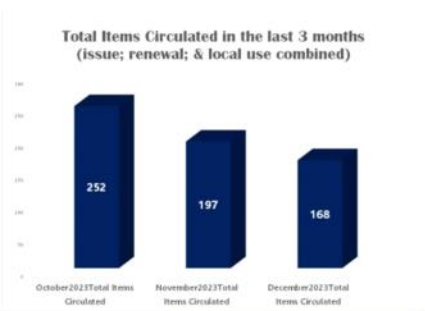
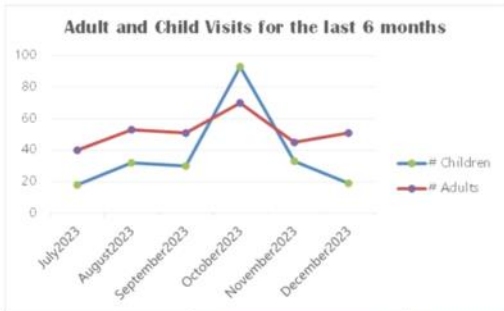
Nothing too remarkable to report out for Dec. 2023, our historically slowest month of the year for visitation.

70 visits

1.0 visitors per hour open

↓ 11%
since November

Summary Statistics of RFL



| | | | |
|--|--|--|---|
| 8,648 items in the collection | <div style="background-color: #4a5568; color: white; padding: 10px; border-radius: 10px;"> ? 14 reference questions answered </div> | 40 e-content accessed | <div style="background-color: #a0a0a0; padding: 10px; border-radius: 10px;"> ILL 3 → RFL → 1 </div> |
| <div style="background-color: #4a5568; color: white; padding: 10px; border-radius: 10px; font-size: 24px; font-weight: bold;"> www.roxburyfreelibrary.org </div> was visited 322 times in December | | <div style="background-color: #a0a0a0; padding: 10px; border-radius: 10px; display: flex; justify-content: space-around;"> <div style="text-align: center;"> 6 Computer Users </div> <div style="text-align: center;"> 179 Wi Fi clients </div> </div> | |
| | <div style="background-color: #4a5568; color: white; padding: 10px; border-radius: 10px; font-size: 24px; font-weight: bold;"> 0 </div> Passes checked out <div style="font-size: 36px; font-weight: bold; color: #4a5568;">+</div> <div style="font-size: 36px; font-weight: bold; color: #4a5568;">2</div> Registered new patrons | <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> 437 active patrons. </div> <div style="text-align: center;"> 108 Registered users of LUV </div> </div> | |

| Seat | Name | Position (2023 Update) | Length | Elected | Run | Next Run | Next Run | Next Run |
|------|----------|-------------------------------------|--------|---------|------|----------|----------|----------|
| 1 | Pincus | Chair | 3 | 2017 | 2020 | 2023 | 2026 | 2029 |
| 2.1 | Beckwith | Appointed in 2018; replacing 2.0 | 3 | 2018 | 2019 | 2022 | 2023 | 2026 |
| 3.1 | Albright | Elected in 2019 | 3 | 2019 | 2020 | 2023 | 2026 | 2029 |
| 4.1 | Guiffre | Elected in 2023 | 3 | 2023 | 2032 | 2023 | 2026 | 2029 |
| 5 | Ellis | Treasurer | 3 | 2015 | 2018 | 2021 | 2024 | 2027 |
| | Vice | Sargent of Arms | | | | | | |
| | | | | | | | | |