

Meeting Minutes
Roxbury Free Library
Board of Trustees' Meeting
February 13 2025 at 09:00

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)

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

Absent: Dottie Guiffre (Vice Chair)

Audience: None

1.0 09:08 Call to order

The meeting was called to order at 09:01

2.0 09:09 Additions/Postponements of Agenda Items

None

3.0 09:10 Consent Agenda Items

3.1 Review of minutes of 01/09/2025 meetings

Regarding the minutes Heidi suggested that we wait and clarify a time for our next retreat at the March board meeting once we have further discussed the strategic plan. The minutes of 01/09/2025 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

Ryan noted that there have been recent problems with the heating. Also, Ryan has been checking on Roxbury population data. It is 700 some places it is 1000 other, but has stayed relatively the same regardless of the source. There has been good progress on getting the School library up and available for afterschool on Thursdays. Library Director's report was reviewed and accepted. A motion was made by Jane Pincus and seconded by Carl Ellis to accept the consent agenda which

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include the: minutes of 01/09/2025, Treasurer's report, and Library Director's report. Vote: 4 yes, 0 abstentions, 0 no.
Approved

4.0 09:20 Additions to Agenda

None

5.0 09:25 Audience

None

6.0 Old Business

6.1 09:30 Strategic Plan work session

The board discussed section by section. Discussed some clarifications and need for a rationale on data . Discussion of what was included in usage and how sometimes "estimates" are what we must go on; however, they seem viable. The RFL stacks up pretty well when compared to our peers. Discussed financial considerations including staff expenses which are lower than average. There are appendices dealing with various subjects. Carl asked about how/where/when this document will be available and to whom? Is it only for our use and planning? Ryan said that it would also serve as a source of validation and justification for the library in the years ahead. We discussed what might be immediate goals to focus on. Heidi pointed to Three basic goals she has outlined: How to use grant and friends of the library funds. We talked about working with groups in the town. Heidi suggested some further discussion and clarification about our role in building community alliances. We discussed how the strategic plan will approach changes and decisions happening elsewhere in the town. We brought up the idea that some have proposed, that the library move into the library in the school. Ryan discussed

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ramifications if the school building becomes a school again and the advantages of possible storage space.

Going back to the Strategic Plan, Heidi asked if there are any further questions about the three strategic goals and how we approach them, such as how we work to increase our volunteer element. Ryan asked how the collection fits into Goal One. Heidi suggested working on maintaining and building the physical collection and making sure the public is aware of what we have. We discussed timelines. We discussed how to share our work with the public. Heidi will come up with a single sheet draft of the three goals for possible availability at Town Meeting. She will send it around for comment. No specific action taken.

7.0 New Business

7.1 11:03 Plan board raffle fundraiser

The board discussed trying to pull together the raffle by town meeting day. Several ideas were suggested. Jane will make posters. We'll start at Town Meeting and the drawing will be on the 4th of July. Heidi will reach out to Dottie to see if she can put together a "day of" raffle. No further action taken.

7.2 11:16 Town Meeting preparations

The board discussed what else we should do besides the raffle. We could offer a one-time sign up for a library card. Heidi will work on a brief one-page discussion of the goals. Ryan will pull a couple of comments from the survey. Carl can address any financial questions. No further action taken.

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7.3 11:22 Review RFL Collection Development Policy in relation to the VTDOL's new model policy.

We are in compliance. We have a policy. No action taken.

8.0 Future Meetings

8.1 11:26 Next regular board meeting 03/13/2025
Roxbury Town Meeting 03/04/2025

9.0 11:27 Adjournment

The meeting was adjourned at 11:27

Respectfully Submitted, Jeanne Beckwith (Clerk)

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