Meeting Minutes
Roxbury Free Library
Board of Trustees' Meeting
November 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), Dottie Guiffre (Vice Chair), Jane Pincus, Ryan Zajac (Library Director)

Absent: None

Audience: None

1.0 09:00 Call to order

The meeting was called to order at 09:01

2.0 09:01 Additions/Postponements of Agenda Items

None

3.0 09:10 Consent Agenda Items

3.1 Review of minutes of 10/09/2025 meetings

The minutes of 10/09/2025 were reviewed and accepted.

3.2 Review of Treasurer's Report

Carl will work out most questions. He brought up how the operating fund doesn't seem to change on the report. He has talked to Tammy. The ins and outs are consistent. There was no fundraising to speak of in October. The Treasurer's report was reviewed and accepted.

3.3 Review of Library Director's Report

Library Director's report was reviewed and accepted. November 17th is the 200 year anniversary of The Vermont State Library. The primary distributor of collection acquisitions that we deal with has gone out of business. We have to find new distributors who will offer us similar discounts and services. Data collection was and is essential. Libraries across the country are working to keep this consistent. We had good attendance at all events. Trunk or Treat was above average. The Astronomy event in Brookfield was a success. A motion was made by Jane Pincus and seconded by Dottie Guiffre to accept the consent agenda which include the: minutes of 10/09/2025, Treasurer's

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report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved

4.0 09:15 Additions to Agenda

None

5.0 09:15 Audience

None

6.0 Old Business

6.1 09:20 Strategic plan updates

The board discussed where we stand. The financial committee met. They discussed ways in which we could perhaps use money that is not being used currently. There is some money coming in as dividends on investments. There was continued discussion of what will happen with the Roxbury School. Heidi discussed that at some time, we should update the public on our strategic plan progress. No action taken.

6.2 09:35 Finalize FOL annual appeal letter

We discussed what should be included in the letter. Carl brought up possibly including a fundraising goal. Dottie suggested including information about how donated funds will be used for specific projects. Heidi proposed a sentence about how state and federal funding is uncertain. It would also be good to have some kind of graphic representation of how donated funds are used for projects and materials that would otherwise be unavailable. Heidi and Jane will work on the letter and send it around for approval by Sunday. The possibility of putting an appeal on Front Porch Forum was discussed. Ryan will investigate how to do online donations.

6.3 09:57 Finalize library director annual evaluation (executive session)

There is no need to go into executive session. A motion was made by Carl Ellis and seconded by Jane Pincus to approve the letter of evaluation. Approved Vote: 4 yes, 1 abstention, 0 no. Approved.

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7.0 New Business

7.1 10:00 Review and discuss FY27 RFL operating budget

Ryan said that we are moving ahead with budget development. There are no big organizational issues. Unless the board comes up with a new proposal for change it stands. Ryan is exploring what else is going on. Solar panel may affect electric expenses. Postage is area up for consideration. Ryan is also exploring how the Vermont Department of Libraries might figure into our totals. No action taken.

7.2 10:12 Coordinate Christmas gift giving

The board discussed how to determine families. Last year Roxbury Rising suggested gift cards which felt less personal. Heidi would like to know what we wanted to do this year. Ryan will let Roxbury Rising know that we are interested in providing for the need. No action taken.

8.0 Future Meetings

8.1 10:20 Next regular board meeting 12/11/2025

9.0 10:20 Adjournment

The meeting was adjourned at 10:20

Respectfully Submitted, Jeanne Beckwith (Clerk)