

**DRML TRUSTEE BOARD MEETING: DRAFT  
MINUTES**

December 20, 2018

**Attending:** Joann Osborne, Jericho, chair; Elisabeth Lehr, Jericho; Bill McMains, Jericho; Sven Lindholm, Jericho; Sue Vaughn, Jericho; Connell Gallagher, Underhill; Kristie Kapusta, Underhill; Laura Wolf, Underhill; Carolyn Greene, Underhill; Holly Hall, Director; Lisa Lavoie, Audit Manager for the A. M. Peisch and Company, Guest.

**Call to Order:** Joann called the meeting to order at 7:00 pm.

**Comments from the Public:** There were no comments from the public.

**Agenda Adjustments:** None

**Policy Review:** The board reviewed a document titled Annual Report and Annual Meeting Procedure and Schedule prepared by Holly. This document spelled out the steps needed, starting in October, to prepare the annual report and set up the annual meeting in January. It was pointed out that in the past the board members were responsible for assuring these steps were attended to. For the past few years Holly has been taking responsibility. The board decided to take back this responsibility and set up a committee to review the document and fill in details. The committee will be composed of the Chair, Treasurer, Secretary and one other board member as well as Holly. The first meeting will be scheduled for March 2019. *(Who will lead this committee?)*

**New Business:**

Audit Discussion: Lisa Lavoie discussed the options for outside review of the library financial system. A full audit would be very expensive and may not meet the needs of the library. Lisa explained the process of an audit in detail, entailing planning, deciding on a focus and audit procedures, having a 2-3 day site visit and preparing a financial statement. Often for a first audit internal control is the focus. There are no fines or penalties for problems found. These are most commonly done for preparing for applying for a grant. Other options include:

- A review, which is less work and less assurance. It is based more on interviews than reviewing documentation.
- A compilation, which does a trial balance and there is no assurance.
- An agreed upon procedure, in which the customer identifies what is wanted. In our case the board would develop the agreement with input from Lisa.

Lisa recommends looking for holes in our current procedures starting with the work already done by the library director, bookkeeper and board

treasurer and then have a monthly follow-up. The board decided to follow this advice. The first step is to update the Bookkeeping and Payroll Procedures Manual and review for improvements. Lisa, Holly and Jen will set up a meeting to develop a plan. Laura will join this group until March when her term ends.

Christmas Bonuses for the Library Staff: The board discussed and decided on staff Christmas bonuses for 2018.

Book Barn: Joann pointed out that even though the Book Barn was highly successful this year, it takes a large number of hours of work to make it happen. The question on the table was whether the board members felt the benefits were greater than the effort to carry on with this project and would they commit to do the work necessary to have a quality, successful book sale. After much discussion it was decided to continue this topic at the February board meeting.

**Old Business:** The Annual Meeting warning has been posted. The long-time moderator has retired and a new moderator will need to be found. Several names were suggested.

**Secretary's Report:** The draft November board minutes were reviewed and corrected. Elisabeth moved and Carolyn seconded a motion to accept the November minutes as corrected. The motion passed.

**Director's Report:** A written report was distributed prior to the meeting. In addition Holly informed the board she has two resumes for an empty staff position.

**Committee Reports:**

Fundraising: Connie reviewed the written report, which had been distributed prior to the meeting. He asked the board members to solicit support for the basket auction throughout the year.

Capital Needs: Bill confirmed members included Holly, Joann, Sven and himself. A meeting will be set up for some time in January.

**Adjournment:** Kristie moved and Connie seconded that the meeting be adjourned. The motion passed and Joann adjourned the meeting at 8:47 pm.

Bill McMains  
Secretary