

**DRML TRUSTEE BOARD MEETING  
MINUTES**

February 21,2019

**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.

**Call to Order:** Joann called the meeting to order at 7:01pm.

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

**Agenda Adjustments:** There were no agenda adjustments.

**Policy Review:**

Elisabeth passed out the Library Bill of Rights update for the Trustees to place in their folders. A copy was also added to the Policy Manual.

Elisabeth reviewed the Preparedness and Maintenance of Policies with the Board. Only minor word changes were needed which did not change the document substantially. The Board agreed to a definition of policy to be placed at the beginning of the Trustees' Manual. The definition is: "A policy is a set of ideas or plans that is used as a basis for making decisions." Elisabeth moved and Connie seconded that the redrafted policy on Preparedness and Maintenance of Policies be accepted and replace the current policy. The motion passed.

Holly announced that the Jericho Town Library had signed the working agreement and would be sending it back in the next few days.

**Old Business:** Status of the Book Barn Annual Sale. This annual event requires many hours of work. The question on the table was whether the benefit of this event was worth the effort to put it on each year. It was pointed out that it requires the entire board to participate so the many hours needed do not fall to a few. The sense of the board was to continue the Book Barn Book Sale for 2019 and all the board members able to do so will commit to help.

**New Business:** Board self evaluation. This evaluation is in each Trustee's manual under the title Trustee Quality Control Checklist. Joann reviewed it with the Board members during the meeting.

**Secretary's Report:**

The December minutes of the board were reviewed. Sven moved and Laura seconded to accept the minutes as presented. The motion passed.

The minutes of the Annual Meeting of the library were reviewed. A number of corrections were suggested. Laura moved and Kristie seconded that the Annual Meeting minutes be accepted as amended. The motion passed.

**Treasurer's Report:** Laura presented the July – December financial report. The income and expenses of the library are generally within the expected range for this period.

The Trustees expressed their appreciation to Laura for all her work with the budget process during her term on the Board. Her term will expire next month and she will be greatly missed by the Board.

**Director's Report:** Holly had distributed the report prior to the meeting. The Board was reminded that the volunteer appreciation event will be Friday, April 5 at 6:30pm at the library. Board members were encouraged to bring a dessert. If you are not able to attend, please send in a dessert.

**Committee Reports:**

Fundraising: Connie reviewed his report, which was sent out before the meeting.

Capital Improvement: Bill reviewed the report, which had been previously sent out. The primary activity at this time is replacing the roof. Bids are being requested from a number of roofing companies.

Personnel: The committee is working with Holly to develop a system to bring on new staff at a competitive wage. Staff appreciation activities were discussed with several ideas suggested. Board members are encouraged to send in further ideas before the March meeting, when a decision will be made about how we will show our appreciation for the staff.

**Adjournment:** Carolyn moved and Sven seconded a motion to adjourn the meeting. The motion passed and Joann adjourned the meeting at 8:24pm.

Respectfully submitted,  
Bill McMains,  
Secretary