

**DRML TRUSTEE BOARD MEETING:
MINUTES
March 21, 2019**

Attending: Sven Lindholm, Jericho, chair; Joann Osborne, Jericho; Bill McMains, Jericho; Sue Vaughn, Jericho; Connell Gallagher, Underhill; Kristie Kapusta, Underhill; Carolyn Greene, Underhill; Holly Hall, Director.

Call to Order: 7:01pm

Joann began the meeting by welcoming and congratulating newly elected trustees.

Trustees signed a copy of the Conflict of Interest Policy for the new Board's year.

Trustees signed a copy of the Library Trustees Ethics Statement.

The slate for the new officers of the Board was presented as follows:

Chair: Sven Lindholm
Vice-chair: Elisabeth Lehr
Treasurer: To be determined
Secretary: Bill McMains

Connie moved and Kristie seconded a motion to accept the slate of officers as presented. The motion passed and the new officers began their terms.

Comments from the Public: None

Agenda Adjustments: None

Policy Review: Holly reviewed the Personnel Policies and there were no changes.

Old Business: Staff Appreciation week was set for April 7 through April 13, coinciding with National Library Week. After a number of ideas were discussed, Board members volunteered for activities during that week. Reminders of commitments will be emailed to the Board members.

New Business:

- Committee/Job Assignments
 - Fund Raising – Connie, Sue and Elisabeth
 - Book Barn Sale – Joann, Kristie, Sue and Bill
 - Personnel – Elisabeth, Kristie and Carolyn
 - Advocacy and Trustee Recruitment – Joann and entire Board
 - Friends Liaison – Joann
 - Capital Improvements – Bill, Joann and Sven
 - Deborah Rawson Lecture – Connie and Carolyn
 - Technology – Elisabeth
 - Annual Fund Raising Letter – Bill and Sven
 - Strategic Planning – Will become active in 2021

- **Library Advocacy:** The Board discussed a proposal from Bill to include an informational brochure in the Jericho tax bill educating the public about the many services the library provides for the taxes. Tax bills go out in August. Bill will check with town officials for support and draft wording for Board review in the May meeting. The Board also discussed having an informational table at the Town Meetings of both Underhill and Jericho for March 2020. The sense of the Board was to support this and will be discussed further in future meetings of the Board.

Secretary's Report: The draft February Board minutes were reviewed and corrected. Kristin moved and Joann seconded that the February minutes as amended be accepted. The motion passed.

Director's Report: The Director's report was emailed out prior to the meeting. Holly requested the Trustees review the bills paid until a Treasurer is appointed. Sven will review them this month.

Committee Reports:

- **Fundraising Committee:** Last minute details for the Wine and Dessert Event were addressed. Trustees were asked to have their contributions at the library by 6:30pm.
- **Capital Improvements Committee:** The report had been mailed out prior to the Board meeting. Five proposals were reviewed and one selected for presenting to the Board. Holly checked on whether they could meet the timelines needed and they assured her they could. References are being checked. Bill moved and Connie seconded to authorize Holly to contract with Consumer Construction, depending on results of reference checks, with total spending for the roof not to exceed \$75,000.00. The motion passed.

Adjournment: Joann moved and Kristie seconded that the meeting be adjourned. The motion passed and Sven adjourned the meeting at 8:35pm.

Respectfully submitted by,
Bill McMains, secretary