

**DRML TRUSTEE BOARD MEETING  
MINUTES**

April 18, 2019

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

**Call to Order:** 7:00 pm

**Comments from the Public:** No one from the public attended the meeting.

**Agenda Adjustments:**

- Under Policy Review add Financial Policy.
- Under Committee Reports add Fund Raising Report.
- Under Committee Reports add Book Barn.

**Policy Review:** The Financial Policy was reviewed by Elisabeth who sent comments in prior to the meeting. Holly suggested that in 4.4 change “children’s librarian” to “youth librarian” which is the current title of the position. Bill moved and Connie seconded to adopt the Financial Policy as amended. The motion passed.

**Old Business:**

- **Staff Appreciation:** Sven thanked the Board for their support of this event. Staff appreciated the series of events throughout the week. A number of library patrons added their comments to a display provided. Connie suggested it be put on Front Porch Forum in the future.
- **Advocacy:** Bill had informed the Board that the town of Jericho was going to indicate those items for which the town collected taxes but were not responsible for setting the tax amount. Several entities fall in this category, including DRML. Bill suggested we add a brochure to the tax bills sent out by the town in order to let the people of Jericho know how the money is invested, such as maintaining the building and paying staff. Jericho is okay with that action as long as town staff are not responsible for stuffing the envelopes with the brochure. The Board wished to go ahead with this and assured support for any work needed. Sven and Bill will meet to work out details.

**New Business:** The annual appeal letter had been reviewed and revised by email prior to the meeting. Sue expressed support for continuing to use pictures. Several suggestions were made. The Board expressed the opinion the letter was ready to be used for this year’s appeal.

**Secretary's Report:** The March draft minutes were reviewed and Holly suggested that under Director's Report it indicated that the report had been "e-mailed" instead of "mailed". No other adjustments were suggested. Carolyn moved and Sue seconded that the March minutes be accepted as amended. The motion passed.

**Director's Report:** The report had been distributed by Holly by e-mail prior to the Board meeting. Holly explained several of the line items in the data report. Holly also reminded the Board that the Trustees and Friends Conference will be May 15. Please let her know if you wish to attend. The library will cover the fee to attend.

**Committee Reports:**

- Capital Improvement Committee: The roof shingle replacement is underway and it is not necessitating the library be closed. It has been necessary to close some parking places but the roofing crew has been cooperative in helping make spaces available as possible when in need. Holly reported things are progressing at a pace and will be done by the middle of next week.
- Fund Raising: The report had been sent out by Connie prior to the meeting. There is need for more auction items. Several were discussed by the Board, including a day pass to The Edge for July, Victory Garden for June, Run amok Maple Syrup and garden supplies. The committee needs more members and meets the third Wednesday of every month.
- Book Barn: The Board continues to support this annual effort and many members agreed to assist. A meeting will be called to organize for this year.

**Job Progress/Completion:** No reports this month.

**Adjournment:** Connie moved and Carolyn seconded that the meeting be adjourned. The motion passed. Sven adjourned the meeting at 8:02 pm.

Respectfully submitted by,  
Bill McMains, Secretary