

**DRML BOARD OF TRUSTEES: DRAFT
MINUTES**

February 20, 2020

7:00 pm

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

Call to Order: Sven called the meeting to order at 7:04 pm. He also acknowledged this was the last meeting for Joann as her second term ends on Town Meeting Day. Joann has been a highly valued member of the Trustees for the last two terms, chairing it for many of those years, and has contributed extensively to the smooth running of the Board. She will be missed.

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

Agenda Adjustments: Under New Business 1) change names on bank accounts and 2) approval of staff on outside committees.

Policy Review: There was not a policy review this month.

Old Business:

Town of Underhill Request: The town of Underhill requested an adjustment to the contribution of the town. Sven drafted a response to the request and the letter was reviewed by the Trustees. The letter explained the budget had already been sent to the town administrator with no comment in response. The budget has been approved by the citizens of Underhill at the library Annual Meeting. No further adjustments can be done this year but the library would be open to further discussion for next year.

New Business:

Future Promotion of the Library: Sven led a discussion of generating ideas to promote the library by the Board members. A number of suggestions were made. The agenda item will continue to be discussed at the next Board meeting.

Change of Names on the Bank Account: Connie moved and Elisabeth seconded that Christine Caldwell's name be removed from the bank account and Barbara Yerrick and Abbey Pasquance names be added to the bank account. The motion passed.

Outside Community Work: Holly informed the Board that since it is important for the library to maintain a presence in the community, she is approving staff to attend some community meetings and be paid as appropriate. The Board expressed their support.

Secretary's Report: The minutes of the Board for December 19, 2019, were reviewed by the Board and amendments made. Barbara moved and Kristie seconded the minutes be accepted as amended. The motion passed. The minutes were reviewed at this meeting since the January Board meeting was the Annual Meeting and approval of prior minutes is not part of the warning for the Annual Meeting.

The minutes of the Annual Meeting on January 16, 2020, was reviewed and Elisabeth moved and Carolyn seconded that the minutes be adopted a written. The motion passed.

Treasurer's Report: Barbara reported that the budget for the July through December 2019 was on track with the exception of two outliers. 1) The lease line item is over because the school district did not cash last year's check so both this year and last year were paid. Lease is for \$200 per year. 2) The Catamount Network cost is over budget. Holly will follow-up to identify the cause.

Director's Report: The Director's report was sent to the Trustees prior to the meeting. Of note the annual check from the Jessie S. Rawson Endowment Fund was for \$24,614. In the past it has been deposited in the Dr. Burnett Rawson Fund. In addition the new youth librarian, Abbey Pasquance, began on February 18. She will be working Tuesday through Friday from 9:30 am to 5:00 pm.

Committee Reports:

Fundraising: A written report was passed out to the Trustees by Connie, who chairs the Fundraising Committee. Highlights include 1) There is a need for more auction items in value of \$50.00 or more. The Board is encouraged to seek out donors. 2) The Wine and Dessert Night fundraiser is on March 28. Trustees are encouraged to bring a sweet or savory finger food for the event. We once again are very grateful to David Osborne for donating the excellent wine he makes for the event. Trustees will review ideas for the foods at the next Trustees meeting on March 28. 3) Connie will be passing out 100 copies of a flyer designed by Erik Van Eck, our events programming assistant, at the Underhill town meeting. He requested one of the Trustees do pass out flyers at the Jericho town meeting. Bill volunteered to pass them out.

Personnel: There was not a report from the Personnel Committee this month.

Adjournment: Joann moved and Barbara seconded a motion to adjourn the meeting. The motion passed. Sven adjourned the meeting at 8:01 pm.

Respectfully submitted,
Bill McMains
Secretary