DRML Board of Trustees Meeting

June 19, 2014

Present: Joann Osborne, Gail Schermer, Ann Broekhuizen, Anne Exler, Kathie Russell, Lauren Montgomery-Rinehart, Holly Hall, Ann Messier

**Joann, DRML Board Chairperson, called the meeting to order at 7:00 PM, when a quorum became present.**

**Joann welcomed Lauren to the board**. Lauren will join the Personnel Committee.

**Secretary’s Report: Ann M**. Corrections were made to the minutes. Motion made to accept the amended minutes. Motion to accept: Ann B., Second: Kathie. Motion passed.

**Treasurer’s Report: Kathie**: Because the bylaws require an in-depth report four times each year, an in-depth report was presented. Highlighted were fund-raising and donations, which show a surplus; cost increases in building maintenance; and over-all financial status, which is well-within the budget at this time, although not final, as remaining bills may need to be paid. Changes made under Payroll: the removal of the names of the employees. Future in-depth reports will be made quarterly, as follows: October 1, January 1, April 1, and July 1. The final budget report will be completed and reported at the October Board Trustee meeting.

**Director’s Report:** Holly: Report accepted. On Tuesday, June 24, 6:30 PM, at the ID School, there will be a presentation on the refiguring of the ID School parking lot. DRML representatives are encouraged to attend this meeting. Holly will attend.

**Committee Reports:**

1. Capital Improvement: Gail: Next Meeting: Friday, July 11, 9:30 AM

Cost estimate for book shelves: $21,113.49. Change in company has resulted in a cost increase.

Discussion will continue as to the arrangement of the shelves in available library space.

1. Fund Raising: Ann B.: Next meeting: Tuesday, August 12, 10:00 AM

July Silent Auction: $50.00 donation from Cultivated Surroundings, a day lily and hosta farm in Underhill from Deb. Kiel. Preparations for Book Barn Sale will begin in August.

Numerous future auction items have been confirmed. Planning for the Gift Basket Raffle in November is on-going.

1. Friends Liaison: Ann M.: Next Meeting: Wednesday, July 16, 10:30 AM

Chris Ryan reported the following activities: $200.00 donation, progress of the furniture renovation project, Shelburne Museum pass for library patrons with reciprocal use at other museums, reading certificates for adult readers. Friends will contribute an adventure basket for the November raffle. Summer program sign-ups are going well.

1. Personnel: Gail: Next Meeting: Wednesday, July 16, 9:30 AM

Policy Changes as follows: 3.1.2 Change wording from “appoint” to “hire.” Delete 3.2.2.

Insert 3.3.4 language *A maximum of ten unused sick days will be carried over year to year*. A cap is set on the number of sick days to be carried over. Section 3.6 Change “fireproof safe” to “locked cabinet.”

Personnel Policy Addition: Under 3.2 Compensation, add 3.2.2: Time Sheets: Each employee is responsible for completing and signing his/her time sheet. Hours not accounted for on a signed time sheet on the last day of the pay period will not be paid; furthermore, hours worked but not recorded within the pay period may not be added to a new pay period time sheet. Consequently, the hours are lost. Motion to accept: Ann M. Second: Anne E. Motion passed

1. Technology: Holly: Next Meeting: Monday, July 7, 10:00 AM

Two meetings were held. Wording is being reviewed. Final report will be made at the July meeting.

1. Executive Meeting: Next Meeting: Friday, July 11, 10:30 AM

**Old Business:**

Rawson Lecture: Composting. Chittenden Solid Waste has been contacted and will do a presentation.

They will set a date in August. This will be a “kick-off” for a possible series of presentations on this topic.

Others to be contacted include Master Gardener, Barb. Willis; the “worm lady”; and Eric Wood. Discussion and planning events will continue as contacts are made and dates and programs are set.

**New Business:**

Marketing plans to contact colleges are on hold, as it will be a duplication of the Geek the Library program. DRML is signed up for the Geek program, set for roll-out in September. Chittenden County librarians may join in a unity campaign to generate more publicity and interest, county-wide.

Dr. Rawson Endowment: Trust money has been invested to support the operations of the DRML. Invested funds total $481,710.53. DRML will receive five percent (5%) of the invested funds each year, estimated at $24,000.00 beginning in February 2015. Tom Smith and Patrick Berry will give the DRML Board of Trustees an overview of this endowment at the July 17, 2014, Board meeting.

Strategic Conference: A Strategic Plan is not due for another two years. Joann and Ann B. attended the conference to become more informed about Strategic Planning.

CSU Merger Study: The November election will determine the direction the school district will take. The impact on DRML is uncertain until after this decision is made by the voters.

Open Meeting Legislation: Draft of minutes will be sent to Holly within five days of the meeting. All corrections/amendments to the minutes will be made at the next meeting. The agenda for the meeting will also be sent five days before the meeting. Agendas and minutes will be posted in appropriate locations. An official website is being set up.

Motion to Adjourn: Time 9:05 PM Motion made: Ann B, Second: Joann, Motion passed.