

DRML Board of Trustees Meeting

February 18, 2016

7:00 PM

Present: Bev Frank, Kathie Russell, Gail Schermer, Ann Broekhuizen, Laura Wolf, Lauren Montgomery-Rinehart (Skype), Holly Hall, Ann Messier

Call to order: Bev called the meeting to order at 7:00 PM.

Comments from the public: None

Agenda adjustment: Added Treasurer's Report

Secretary's Report: December 2015 minutes approved and accepted. Motion to approve: Anne E.; Second: Gail; Motion carried. Annual January 2016 Meeting minutes approved and accepted: Motion to approve: Gail; Second: Anne E. Motion carried.

Treasurer's Report: Budget is in good shape, mostly within or below budgetary allowances.

Director's Report: Discussed and noted increases in many library activities and services. Good report.

Committee Reports:

- **Capital Improvement:** Gail: Next Meeting: TBD
Inspection of the library completed. Building needs: some shingles need to be replaced. Roof is good. Some touch-up painting may be needed.
- **Fund Raising:** Ann B. Next meeting: TBD
Silent auction items listed, provided annual donation letter details; letter will be sent in May. Passport project on hold, as committee does not think DRML will be accepted for this service. Suggestion: When the Shakespeare garden is completed, plan an English tea to be held there.
- **Personnel Committee:** Anne E. Next meeting: TBD
Staff recognition event was very successful; we will have the event again next January. Meeting report submitted that included follow-up e-mail from Will Towle and review and edit of job descriptions for all positions.
- **Friends Liaison:** Ann M. Next Meeting: March 16, 10:30 AM.
Feb. meeting was cancelled. Library table - coffee and doughnuts, usually offered at the Underhill Town Meeting, will not be offered this year.

Old Business:

- **Trustee positions from Jericho and Underhill:** Needed – 1 position from Underhill and 1 position from Jericho. Thirty (30) signatures would be needed for write-in candidates to be elected. If there are none, the board will advertise and interview interested candidates at a later date.
- **Legal counsel:** Gail contacted the Jericho Town Office for possible legal assistance from the town lawyer. Laura will contact the Attorney General's Office for advice and recommendations. The process for securing legal counsel will continue.

New Business:

- **Technology Committee:** Committee will reorganize in March; new committee will make adjustments to the technology plan.

- **Strategic Plan:** Long range plan expires in July; committees need to be set up to begin work on new Strategic Plan. Assistance is available through the Department of Libraries. State consultant Ann Howlett will assist DRML in this process.
- **Proposed Audit:** Board recommends an audit team, hopefully of volunteers, be appointed, to complete an audit in the spring.
- **Farewell to board members:** Board extended appreciation to Kathie Russell and Gail Schermer, whose terms end this year.

Motion to adjourn: Ann B.; second: Ann M. Motion carried.

Time: 8:00 PM