

DRML Board of Trustees Minutes
April 20, 2017
7:00pm

Present: Joann Osborne, chairperson, Jericho; Ann Messier, Jericho; Sue Vaughn, Jericho; Lauren Montgomery-Rinehart, Jericho; Laura Wolf, Underhill; Kristie Kapusta, Underhill; Bill McMains, Jericho; Holly Hall, Library Director.

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

Agenda Adjustments:

Under Committee Reports, a report from the Technology Committee was added.

Under Old Business the social with the Jericho Town Library Board of Trustees was added.

Secretary's Report: The March draft minutes were reviewed. One correction: add an "e" to Osborn. Ann Messier moved and Sue Vaughn seconded acceptance of the minutes as corrected. Motion passed.

Treasurer's Report: The third quarter revenues and expenditures compared to the budget were reviewed. Revenues are very close to expected and expenses are under the budget expectation.

Director's Report: The Director sent the report in detail to the Board in advance of the meeting and was reviewed by the Board. The library had to close one day due to severe weather conditions, which decreased some of the library utilization.

The Director advised the Board of other issues:

- Suggestions from the public were reviewed. Additional library hours were requested. Another comment expressed enjoyment of the puppets.
- The library received a check from the Jessie S. Rawson Endowment Fund for \$21,641 and was deposited in the Dr. Burnett Rawson Fund.
- A letter was received from Katrina notifying she would be taking twelve weeks of family leave, anticipated for June 17 – September 9 of this year.
- We will be hosting desserts for our library volunteers on Friday, May 12 at 7pm at the library. Board members should bring desserts.

Committee Reports:

- Fund Raising Committee: Connell Gallagher, chairperson, could not attend the meeting but sent a report to the Board prior to the meeting.
 - The Dessert and Wine event on March 25 raised \$647.00.
 - The February Silent Auction raised \$250.00.
 - The fundraising letter has been sent to the printer.

- Advised the Board of plans to divide the committee into two sections: Book Sale and Auctions/events.
- Technology Committee: Holly Hall presented the draft DRML Strategic Technology Plan update for Board review and approval. Bill McMains moved and Laura Wolf seconded a motion to replace the current plan with the proposed plan with changes to the DRML Mission Statement that reflects the Board approved Mission Statement. The motion was approved.

Job Progress/Completion: To be discussed at the next Board meeting.

Policy Review: The Board Chairperson will be adding this as a regular agenda item in future meetings. Each meeting relevant parts of the policies will be reviewed by the Board in order for the Board to become familiar with the policies and to update policies as needed. Anne Exler, Vice-Chairperson, will lead this.

Old Business:

- Committee Formation and Sign-ups:
 - Joann Osborne suggested a restructuring of the committees to three, Personnel, Barn Book Sale and Events/Silent Auction. Other functions covered by current committee structure would be made “jobs”. The rationale was that the jobs were shorter term and less complicated than committees. In addition the Library Director must attend all committee meetings, which is proving unsustainable given the large number of current committees. The Board accepted the suggested changes.
 - Each Board member, with exception of the Treasurer (due to ongoing work load) was to be in at least two committees, or one committee and at least one or two jobs. Each Board member would serve on either the Barn Book Sale or the Events/Silent Auction committee. Board members made their preferences known and Joann will distribute a listing of those choices to the Board members.
- Mission Statement: Suggested revisions to the vision and mission statements were presented to the Board for review and approval. After changes to the presented versions, Sue Vaughn moved and Kristie Kapusta seconded the acceptance of the following mission statement:
Provide community access to information, ideas and enriching experiences. The motion was approved.
- Vision Statement: Bill McMains moved and Laura Wolf seconded acceptance of the following statement:
Growing together as a community: a place to learn, to share and to create. The motion was approved.
- The Deborah Rawson Lecture date has been moved to May 16, 2017, at 6:30 pm at the library.
- The social with the Jericho Town Library Board of Trustees will be Monday, April 24, from 6:30-7:30. Board members to bring snacks.

New Business: The school is re-planning their parking lot traffic patterns. This will impact the library access. Holly Hall is following up with the school.