**DRML Board of Trustees Meeting**

**Minutes**

**July 17, 2014**

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

**Joann, DRML Board Chairperson, called the meeting to order at 7:02 PM.**

Joann welcomed Tom Smith, Vermont Community Foundation representative and the Rawson Endowment Trustee Manager. Mr. Smith presented information on the history of the Jessie Rawson Endowment and options open to the Board. The Board will discuss the options and make decisions regarding the endowment at a future meeting.

**Secretary’s Report: Ann M**.: Motion made to accept minutes as corrected: Gail; second: Kathie; motion passed.

**Director’s Report: Holly:** Report accepted.

**Treasurer’s Report: Kathie:** Finances are in good stead. All bills have not been paid for the 2013 fiscal year, but project a surplus in September when final budget is complete and report is made.

**Committee Reports:**

**Capital Improvement: Gail:** Next Meeting: October 10, 9:30 AM

No planned meetings until the October inspection of the library (the first of 2 yearly inspections) unless a situation merits committee action and an earlier meeting. Sump pump will be installed. Recent building inspection results: peeling paint on the south side of building. Painter will be hired to make repairs. Holly reported the price of new shelving: $18, 733.47. Delivery will take at least 10 weeks. Motion to accept the expenditure: Gail; Second, Kathie; Motion passed.

**Fund-Raising**: Ann B.: Next Meeting: August 12, 10:00 AM

The July Silent Auction Day lily farm on Allen Irish Road is open for viewing and purchase of plants. August Silent Auction: Hammerfit, Phoenix Bookstore, and Jericho Tavern and Café. Mary Bassett has donated a fire pit for future auction.

**Friends Liaison: Ann M.:** Next Meeting**:** August 13, 10:30 AM

Friends activities include programs, improvements, fund-raising, and financial support of the activities of DRML. Friends members appreciate Board representation and information about Board plans and activities. Friends will participate in the basket project and offered financial support if needed for the Compost series.

**Personnel: Gail:** Next Meeting: August 10, 1:00 PM

Board policy is aligned with the State Manual. Committee recommends having a lawyer, familiar with labor law, check the new policy. Lauren will contact a local lawyer. Lauren created a survey sheet to elicit positive input from staff to monitor and make improvements. Board evaluation of the director is in progress.

**Technology**: Holly and Bev.

DRML Strategic Technology Plan was presented. Plan includes the Mission Statement, Technology Vision, Goals and Objectives. Specific goals include scheduled replacement of computers and other relevant materials, Catamount training for staff and volunteers, and training opportunities for the public. Website launch, to include a Board of Trustees page, is scheduled for September. Director will oversee the implementation of the plan and its evaluation. Motion to accept the plan: Ann M.; Second: Kathie; Motion passed.

**Executive: Joann:** Next meeting: August 15, 10:30 AM

**Old Business:**

**Strategic Conference Report:** Ann B. and Joann.

Board will use information to monitor the current 5-year Long Range Plan and work to create a Strategic Plan for the future. Future planning will include the selection of community members and an outside facilitator to help with this process.

**Joann:** **Compost presenter**:

Beth Albright accepted an invitation to be part of the Compost series, either as part of a panel or as a single presenter.

**ID School Parking**: Holly and Ann B.

Meeting involved discussion and planning for parking and drop-off sites for the ID School and Brown River Middle School. This does not affect the library. The invitation was a courtesy.

**Library Social**: Jericho Library Board will meet in July. They will call Gail to set a September

date for the social.

**New Business:**

**New website** is in process of being created.

**Tech Committee** report accepted by Board (see Tech Committee report for details)

**Long Range Plan**: In effect until June 30, 2016. Board will begin work on creating a Strategic Plan to go into effect when the Long Range Plan expires. Since the Board membership changes with new members becoming part of the board, the Long range plan should be reviewed two times each year so that everyone is familiar with what it includes.

**Budget Review Schedule Changes:** Final budget report (previous year) is scheduled for the September Board meeting. The first current year budget report is scheduled for October; the second, December; the third, March; and the fourth, June.

**Webinar on Open-Meeting Law**: Holly will attend.

**Meeting Adjourned**: Time: 9:05 PM. Motion to adjourn: Bev. ; Second, Ann B.; Motion passed.