

DRML Board of Trustees Minutes

July 21, 2016

7:00 PM

Present: Bev Frank, Ann Broekhuizen, Anne Exler, Lauren Montgomery-Rinehart, Holly Hall, Ann Messier

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

Comments from the public: None

Agenda Adjustment: Parking, e-mail, personnel report

Secretary's report: Minutes accepted: Motion to approve: Anne E.; Second: Lauren: Motion carried.

Director's report: Good report; budget well within appropriation.

Committee Reports:

1. **Fund-raising:** Shakespeare Tea planned. Scheduled date: August 28 from 1-3 PM. Silent Auction items set through August; November theme basket definites and possibilities listed; Book Barn planning in progress.
2. **Friends:** Next meeting: August 24.
3. **Personnel:** Meeting date set for August 8, 4:00 PM

Old Business:

- **Solution for Tax gap:** Motion to be added to the Annual Report as follows:
The DRML Board of Trustees moves to approve use of capital fund we have on hand to cover expenses from July to September until funds come from towns of Jericho and Underhill.
Motion to accept proposal: Anne Exler; Second: Ann Messier; Motion carried.
- **Audit Information:** Laura has been in contact with Jim Adams. Laura will contact people recommended. Recommended: Annual audit – “bookkeeping audit,” which would audit internal processes and the Quickbooks.
- **Strategic Plan:** Holly will continue search to find a consultant for the process.

New Business:

- **Parking lot:** Holly will contact BRMS to see when promised parking lot improvements will be made.
- **Email:** Board is encouraged to use the library email service and to report any problems with the system to Holly. All members have email addresses.

Motion to adjourn: Ann B.; Second: Anne E.; Motion carried.

Meeting adjourned: 7:55 PM