**DRML Board of Trustees Meeting**

**Minutes**

**August 21, 2014**

**Present:** Joann Osborne, Gail Schermer, Ann Broekhuizen, Anne Exler, Vicki Bruce, Holly Hall, Ann Messier. Phone conference was available for Lauren Montgomery-Rinehart, Bev Frank, and Kathie Russell, if needed for quorum. No calls needed.

**Joann Osborne, DRML Chairperson, called the meeting to order at 7:05 PM**

**Comments from Public:** None

**Agenda Adjustment:** Executive meeting and Rawson Lecture

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

**Director’s Report: Holly:**

* Corrections: Programs for Children: 24;
* Information: Plumbing issue addressed and waiting for professional repairs;
* Suggestion to avoid accidental activation of building alarm--book the conference room with staff for meetings when the library is closed;
* Changes: formatting adjustment to align columns and add the Titles of Programs and the number in attendance.

**Committee Reports**

1. **Executive Committee**: Joann: Executive Committee meeting to set agenda will no longer be necessary. Meeting agendas will be set by chairperson and director 5 days prior to the DRML Board Meeting.
2. **Fund Raising**: Ann B. Next Meeting: Sept. 9, 2014, 10:00 AM.

Committee Report accepted with following changes/additions:

* Should be called “Gift Theme Baskets”;
* Holly Hall basket - Snow Flake Theme.
* Contact Snowflake Chocolates for possible donation of a basket.
* Village Gifts has donated a Teddy Bear for auction.
* Holly will post the gift theme project information on Front Porch Forum and bulletin boards, beginning around Sept.1. Baskets will be collected Oct. 1

1. **Personnel:** Gail: Next Meeting: Sat., Sept. 23, 2014, 10:00 AM

Meeting will be in the Conference Room. Joann will join the committee.

1. **Capital Improvement**: Gail: Next meeting: Oct. 10, 2014, 9:30 AM

Semi-annual tour of the DRML building with check-list: Kathie, Gail, and Holly attending.

1. **Friends** Liaison: Ann M.: Next meeting: Wed., Sept. 24, 10:30 AM

Friends continue funding to support of library activities, and they assist when needed to make improvements, e.g., painting the furniture. Communication with Friends provides information that benefits both the Friends group and the DRML Trustee Board in supporting DRML personnel, property, and activities. Friends Annual Meeting: Tues., Nov. 18, 2014, 6:30 PM

1. **Technology:** Holly: Next meeting: TBA

Work on this committee has been completed. It will resume in March 2015.

**Old Business**

1. Continue to look for labor law attorney. Contacts to be made: Vt. League of Cities and Towns, Regional Consultant from VT Dept. of Libraries, and local lawyers.
2. Long Range Plan – End date of the current plan: July 2016. Strategic planning needs to begin by July 2015. Planning will involve community, staff and trustees. Board of Trustees will make the final approval of the plan.
3. Thank you was sent to Tom Smith.
4. Request Reserve Fund Information for municipalities, not the 501 (C)(3).
5. Joann will adjust the JULD Annual Trustee Schedule.
6. Book shelves should arrive in October. Library will need to be closed to allow staff to set up shelves, organize books, and arrange furniture.
7. Catamount update: Launch (go live) October 20. Library closings: October 18-19.

Staff training- Oct. 6,7,8. Library will be open on Tuesday, Oct. 7 from 3-8 PM and on Wednesday, Oct 8, from noon-6 PM.

1. Jericho Library Social: No date set.
2. Open meeting law webinar: Holly sent links to the webinar for members to watch at the time of their choosing.
3. Rawson Lecture Schedule is pending. Beth Albright and Barb Willis have agreed to make presentations. Eric Wood prefers not to, but may be willing to provide a handout with information on constructing compost containers.

**New business:**

1. New Budget: Bring ideas to the next Board meeting.
2. Information to be included in the Director’s report. See Director’s Report above.

**Motion to adjourn:** Ann B; Second: Gail. Motion passed.

**Meeting adjourned**: 8:26 PM