

DRML Board of Trustees Minutes

September 17, 2015

7:00 PM

Present: Joann Osborne, Gail Schermer, Ann Broekhuizen, Kathie Russell, Ann Exler, Holly Hall, Lauren Montgomery-Rinehart (Skype), Ann Messier

Call to order: Joann called the meeting to order at 7:00 PM

Secretary's Report: Minutes amended and accepted: Motion to approve: Ann B; Second: Anne E., Motion carried.

Director's Report: Discussed report, noted good programs planned, continue to monitor security needs , and check on waiver for PayPal fee.

Treasurer's Report: Budget report is in progress; Holly and Jennifer, fine-tuning Capital Improvement details. Final budget report will be presented at the next meeting. Preliminary new budget plan will be presented at the next meeting.

Committee Reports:

- **Fund-raising: Next meeting: October 13, 10:00 AM**
Book Barn cleaned and set up for sale. Book sale shifts were completed for Sept. 26-27. Silent Auction items included in the Committee report.
- **Capital Improvement: Next Meeting: TBD**
Nick from Sun Common Solar will meet with Trustee members on October 15, 9:00 AM, to discuss solar options. Members welcome and encouraged to attend. Recommend that files be set up, addressing heating and roofing issues.
- **Friends: Next meeting: October 21, 10:30 AM; Annual meeting: November 12, 6:30 PM**
Deborah Rawson Series suggestion discussed: Overview of phosphorous problems with attention to causes and solutions.
- **Personnel: Next meeting: TBD**
Holly's performance evaluation approved.
Suggestions for improving evaluation process: Start the evaluation process as follows: Add Staff Reflections, then interview with Holly, followed by Holly's written report, then the Board Evaluation.
Committee will review job descriptions this year for staff positions.
- **Geek: Send via email pictures to Bev, or drop off pictures at the library.**

Old Business:

- **Deborah Rawson Lecture series: Accepted the Friends suggestion for Overview of phosphorous problems with attention to causes and solutions. Lauren will make initial contacts.**

- Budget: Premium: add 10% to cover any insurance increases.
- Staff program hours: requested additional 15 hours (10 for staff and 5 for program director)

New Business:

- Joann will begin process of putting Policy Book into electronic format.
- Committee memberships: Fund-raising meeting time change request from 10:00 AM to 11:00AM.

Motion to adjourn: Ann M.; Second; Kathie R.; Motion carried.

Meeting adjourned: 8:10 PM.