

**DRML Board of Trustees Meeting DRAFT**

**Minutes**

**October 16, 2014**

**Present:** Bev Frank, Kathie Russell, Holly Hall, Gail Schermer, Ann Broekhuizen, Vicki Bruce, Anne Exler, Ann Messier, Lauren Montgomery-Rinehart (phone conference)

**Call to Order:** Bev Frank called the meeting to order at 7:00 PM

**Comments from the Public:** None

**Agenda Amendments:** None

**Secretary's Report:** Motion to accept the minutes as written: Anne Exler; Second: Vicki Bruce; Motion passed.

**Director's Report:** KOHA Switch on Monday; All staff trained.

**Committee Reports**

**Capital Improvement:** Gail: Next meeting: TBD

- Walk about inspection of the building completed with no major maintenance needs at this time.

**Fund Raising:** Ann B: Next Meeting: November 11, 10:00 AM

- Book Barn sales: \$1,598.00
- Basket project is going well with 5 baskets to be donated at this time.

**Friends Liaison:** Ann M.: Next meeting: October 22, 10:30

- Purchase Montshire Museum pass book (12 admissions)
- Annual Friends Meeting: November 18, 6:30 PM
- Garden Shed payment made
- Vermont Humanities Speakers selection and date of the event discussed

**Personnel:** Anne E. Next meeting: TBD

- Ann Messier will join the committee

**Technology:** Holly: Next meeting: TBD

**Old Business**

**Social with Jericho Library Trustees:**

- Gail will contact the Jericho Trustees to reschedule the social.  
If they are unable to meet on November 20, the social will be tabled until later, possibly in the spring.

**Labor Lawyer:** Bev

- Will Towle, whose expertise is Labor Law, reviewed the DRML Personnel Policy. His suggestions: Google "At Will Employment": Sexual Harassment section needs to be expanded, policy statements include ambiguous language and need clarification.
- Personnel Committee needs to revise the policies. The work may be done either by having Mr. Towle review and revise, or by having committee make revisions first, then employ Mr. Towle to review the committee's work.
- Cost depends on legal time required to make/review the appropriate revisions. Cost for legal fees: \$200/hour. Time estimate: between 2-5 hours.

**Treasurer's Report: Kathie**

**2014 -15 Final report presented.**

**2015-16 Budget:**

- **Budget developed and will be presented to the public at the Nov. 20, 2014, Board Meeting. Budget amount proposed: \$286,853.00. Motion to accept: Ann B.; Second: Vicki B., Motion passed. Ann Messier will post the Warning for the Budget Hearing, Nov. 20, 7:00 PM.**

**Other business:**

- **Benefits Enrollment for Constance is underway.**
- **Gail will send "thank-you's" to community members for their contributions to DRML.**
- **Anne Exler will attend the Nov. 1 conference. Holly will also attend if her schedule allows.**
- **Book shelves should be arriving later this month. Closings will be posted when the arrival date is known.**

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

**Meeting adjourned: Time: 8:55 PM**