

DRML Board of Trustees Minutes
May 18, 2017
7:00pm

Present: Joann Osborne, chairperson, Jericho; Anne Exler, Underhill; Sue Vaughn, Jericho; Lauren Montgomery-Rinehart, Jericho; Laura Wolf, Underhill; Kristie Kapusta, Underhill; Connell Gallagher, Underhill; Bill McMains, Jericho; Holly Hall, Library Director.

Comments from the Public: No one from the public attended.

Agenda Adjustments: Under New Business, *Short Takes for Trustees* moved to the June meeting.

Secretary's Report: Corrections to the April minutes were as follows:

- Add Bill McMains to those present.
- Maternity leave changed to family leave under Director's Report.
- "e" added to Anne Exler's name under Policy Review.

Anne moved and Lauren seconded April minutes be accepted as corrected.
Motion approved.

Director's Report: The report was sent in advance of the meeting and was reviewed by the Board. It was noted that while circulation was decreasing, e books have increased. This seems to reflect the growing preference for electronic information among the public and shows the library is keeping up with the public's wishes. Program attendance has increased, especially to the adult programs. Other issues discussed include:

- Holly read a letter from a patron praising the work of Renee and the library staff.
- The fund raising letters so far have raised over \$7,000. Joann explained the thank you note process for these contributions and the Board members' participation in writing them.
- Signs to inform the library parking area is for library patrons only will be installed after the school renovation work in the driveway and parking is completed.

Committee Reports:

- Book Barn Committee. Joann sent out ideas for the free book days to the Board through email prior to the meeting. We are targeting the first weekend in June, Friday the 2nd from 4pm – 7pm and Saturday the 3rd from 10am – 4pm. Board members will sign up for two-hour shifts. Currently the barn entrance is blocked and the owners have been contacted to remove the obstacle in time for the free book days.

- Technology Committee: The plan was approved at the last meeting. There was discussion of where it will be posted for ease of public access. The web site was suggested and will be taken under advisement.

Job Progress/Completion:

- Friends Liaison: The member of the Friends was unable to make it but Sue was able to review the history of this organization with Ann Messier, who has been working with it for several years. Joann suggested the Board members recruit new members to the Friends.
- Strategic Planning: Connie and Holly reviewed the prior five-year plan and are working on revisions. The new plan will cover three years instead of five.
- Deborah Rawson Lecture: Connie reported this was a success with a lot of information. There was a suggestion that the local film on the preservation of the Barber Farm be scheduled for a presentation to the public.
- Annual Fund Raising Letter Campaign/Thank You Notes: The process was explained and packets containing directions, lists of donors and blank notes and envelopes passed out to Board members to write the thank you notes. Please have them completed within the next two weeks. Turn in completed notes to the library for mailing.

Policy Review: Anne reviewed the library charter so all Board members were aware of the rules governing the library district. The charter calls for the towns to make four equal payments quarterly but Jericho and Underhill follow a different payment schedule. Bill will draft language for a suggested charter change to reflect the reality of the payment schedule for consideration at the June Board meeting.

Old Business:

- Parking Lot: Brown's River School will be renovating the driveways and parking areas between June 21 and August 18. Holly has been communicating with them about the potential disruption to library parking but has been assured access will not be interrupted for the library.
- Jericho Town Library Social: Joann reported on the success of this and the mutual sharing of information.
- Staff Volunteer Dessert Night: Viewed as a great success and it was surprising how many volunteers are involved.
- e-book v print book article: Article sent out by Holly to the Board. It points out the direction reading is going.
- Board email: Joann requested the Board members check their emails more frequently, daily if possible, and send a response to her posts so she knows we received it. Also, **do not delete any library emails**. They are public records. It is ok to move to a file or to archives to keep in box from becoming cluttered.

New Business:

- Please read the following sections in the Trustee's book Joann put together for the Board members:

- What It Means to be a Trustee
- Board Meetings
- Board Ethics
- Board members are encouraged to attend any adult programs they can and are interested in. Their presence is noted and is seen as a support for the library.
- The School Board voted to give first right to purchase the ID school to the library for \$1 if the school board decides to sell the building and property. It is important for the Board to keep up on the progress of this by attending the School Board meetings each month. Joann will draw up a schedule so each member only needs to go to one monthly meeting over the next nine months.

Adjournment: Lauren moved and Anne seconded the meeting be adjourned. The motion was approved.