

DRML Board of Trustee Minutes

October 20, 2016

7:00 PM

Present: Joann Osborne, Bev Frank, Ann Broekhuizen, Anne Exler, Laura Wolf, Bill McMains, Holly Hall, Ann Messier, Kristine Caldwell

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

Comments from the public: None

Agenda Adjustments: Audit and Strategic Plan discussions

Secretary's Report: Minutes approved with correction. Motion to approve: Bev; Second: Ann B; Motion carried

Director's Report: Discussion included good circulation and library use, condolence card, after- school behavior of students in library and contacts to be made.

Treasurer's Report: New procedure in place for shared responsibility for bill paying with Jen paying and Laura verifying payment. Expenses and expenditures well within budgetary allowances.

Committee Reports

- **Fund-raising:** Book barn sales below last year's possibly the result of the Free Book event. As second free-book event is on hold. Auction items for October, November, and December announced. Five baskets offered for November auction.
- **Personnel:** Holly's evaluation completed; staff survey will be sent to all Board Trustees. Committee will begin planning the staff celebration to be held in January 2017
- **Friends:** Plans in place to recruit more "friends." Fund-raising going well with sales of buttons, bumper stickers, bags, Amazon Smile fund. Interest in participating in the Strategic committee work.

Old Business

- **Budget:** Discussion included cost of upcoming audit: Proposal to use Contingency Fund money. Plans include complete audit this year with review audits in the following years. Budget item added to provide funds for the review audit. Other budget items discussed and adjusted as needed, e.g., staff salaries, additional hours. Motion to approve proposed budget for 2017-18: Ann B; Second: Bev; Motion carried. Holly will post warning in post offices and in the *Mt. Gazette* by Nov. 2; hearing scheduled for Nov. 17. Budget Sent to Jericho and Underhill administrators.
- **Strategic Plan:** Discussed meeting with proposed consultant Jacque Shiner, consultant costs, and future planning. Proposal to hire Jacque Shiner and to authorize Contingency Fund money up to \$1,000.00 for anticipated costs. Motion to accept: Bill; Second: Bev; Motion carried.

Motion to adjourn: Ann M; Second: Joann; Motion carried

Meeting adjourned: Time: 9:15 PM