

## **DRML TRUSTEE BOARD MEETING: DRAFT**

November 16, 2017

7:00 pm

**Attending:** Joann Osborne, Jericho, chair; Elisabeth Lehr, Jericho; Bill McMains, Jericho; Sven Lindholm, Jericho; Sue Vaughn, Jericho; Anne Exler, Underhill; Connell Gallagher, Underhill; Kristie Kapusta, Underhill; Laura Wolf, Underhill; Holly Hall, Director.

**Comments from the Public:** There were no comments from the public.

### **Agenda Adjustments:**

Under Old Business add final budget approval.

Under New Business add library conference comments.

**Policy Review:** Anne Exler reviewed the Law of Public Libraries, a joint publication of the Office of the Secretary of State and the Vermont Department of Libraries. Anne compared our library manual to the document and found most areas were in compliance with the laws with the exception of the conflict of interest policy, which will need to be updated, and Anne is requesting two volunteers to work with her on this update. The strategic plan will be updated in March, which will keep us in compliance with the laws. The laws divide libraries into different types and we are hybrid library.

### **Old Business:**

Support Annual Fund Raising Baskets: The baskets are doing well with bids coming in around \$100.00 so far. At the Annual Trustees and Friends Conference Connie attended a presentation on fund raising and identified several ways to expand the baskets by working with the public. Connie requested each of us work with the public to contribute baskets. Joann suggested a point person be identified to be sure this is organized and baskets are prepared. It would be added as a job.

Final Budget Approval: Holly discovered an error in the budget reviewed at the last board meeting in that the carryover was increased from \$39k to \$53k. Connie moved and Sven seconded that the board accept a budget of \$329,843.33 for fiscal year 2018/2019. The motion passed.

### **New Business:**

Annual meeting warning: The board signed the warning statement for the annual meeting.

Annual meeting agenda: The following agenda was reviewed and finalized by the board.

- Article 1. Election of a Moderator
- Article 2. Act on Report of Trustees
- Article 3. Shall the District authorize the Trustees to borrow money for the temporary needs of the District?
- Article 4. Adoption of a budget
- Article 5. Act on proposed charter amendment
- Article 6. Other business thought proper when met

Comments on conference: The attendees to the Annual Trustees and Friends Conference commented on the presentations and all thought it had been helpful and interesting.

**Secretary's Report:** The October board minutes were reviewed and one correction made, Joann also attended the Annual Trustees and Friends Conference. Laura moved and Anne Exler seconded the minutes be approved as corrected. The motion passed.

**Director's Report:** No comments from the board on the Director's report.

**Committee Reports:** The Fundraising Committee's report was distributed prior to the board meeting. Comments were concerning the baskets and have been reported under Old Business.

**Job Progress/Completion:** There were no reports.

**Adjournment:** Anne moved and Elisabeth seconded a motion to adjourn. The motion passed and the meeting was adjourned at 8:27pm.