

DRML Board of Trustees Minutes

December 17, 2015

7:00 PM

Present: Joann Osborne, Bev Frank, Kathie Russell, Gail Schermer, Ann Broekhuizen, Laura Wolf, Lauren Montgomery-Rinehart (phone), Holly Hall, Ann Messier

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

Comments from the public: None

Agenda adjustment: Added “document review for staff and trustee” report

Secretary’s Report: Minutes amended and accepted. Motion to approve: Ann M.; Second: Anne E.. Motion carried.

Treasurer’s Report: Budget report has been presented to both Jericho and Underhill.

Director’s Report: Discussed report, noting the retirement of one employee, and discussed plans to hire her replacement.

Committee Reports

1. Capital Improvement: Next meeting: TBD

Gail will meet with Holly to discuss plans for upcoming DRML Inspection.

2. Fund Raising: Next Meeting: January 12, 11:00 AM

Committee meetings will be held at 11:00 AM, Silent Auction items listed. Passport program possibility, for future fund-raising, needs further clarification and discussion. Annual Donation Letter plans and changes were discussed in New Business.

3. Friends: No December meeting. Next Meeting: January 20, 10:30 AM

4. Personnel: Next Meeting: January 15, 9:30 AM

Staff social, January 23, 4-6:00 PM at the Schermers. Staff survey suggestions discussed; specific suggestions: ways to create a more unified “team effort” as new personnel are hired.

5. Geek: Pictures needed from trustees by first week in January.

Old Business:

1. Legal Counsel: Continue search for legal advisor for DRML. Bev and Gail will make contacts for possible available lawyers.

2. Documents for Staff and Trusees: Holly reported the cost of setting up this program. Board felt it was not cost-effective. Efforts are ongoing to put Policy Book into electronic format.

New Business

1. January Annual Meeting: January 21, 7:00 PM. Warnings have been posted. Voter checklist needs to be posted in Underhill. Annual Report is at the printer and will be mailed this week. Agenda is set: introduction of the Board (Joann), election of moderator, presentation of the budget with discussion and explanation as requested.

2. Trustee positions from Jericho and Underhill: Post available positions on Front Porch Forum. Petitions may be picked up from town clerks.
3. Annual Donation Letter: Letter will be sent in May; pre-publicity will begin in April. Suggestions to enhance letter included adding pictures to feature the scope and variety of ongoing activities; solicit testimonials from community participants; and in general, make the letter more colorful and appealing.
4. Bonuses: Holiday staff bonuses approved.

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

Meeting adjourned: 8:20 PM