

**DRML Board of Trustees Minutes**

**August 18, 2016**

**7:00 PM**

**Present:** Joann Osborne, Bill McMains, Bev Frank, Ann Broekhuizen, Anne Exler, Laura Wolf, Connie Gallagher, Holly Hall, Ann Messier

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

**Comments from the public:** None

**Agenda Adjustments:** Personnel Committee report

**Secretary's Report:** Motion to accept: Bev; Second: Ann B.; Motion carried.

**Director's Report:** Discussed staff changes, interlibrary loan increase, reading with Jack, hopefully to be added during the year.

**Committee Reports:**

- **Fund-raising:** Book collection date sign-ups, free-book date volunteers, sign-ups for Harvest Market Book Barn book sale, noting more volunteers needed. Shakespeare Tea plans set for August 28, 1-3 PM rain or shine.
- **Personnel:** Evaluation is in process. Holly's self-evaluation is due August 22. Staff reflection is complete. Committee will meet Monday, August 29, 4:00 PM to prepare Holly's evaluation.

**Treasurer' Report:** Expenditures within budgetary allowances, noting few allowances over budget, that balanced with others that are under budget. Balances available upon request. Continue to look for someone to do audit. Recommend yearly audit. Recommend annual audit done after books close for fiscal year. Plans include closer coordination of information between Jennifer and Laura.

**Old Business:**

- **Strategic plan:** Go with recommended strategic planner. Planner wants to schedule a meeting with the Trustees Board. Holly will contact planner to set a date for the meeting.

**New business:**

- **New Budget:** Recommended – plan for hourly wage increases. Add additional hours for staff.

**Adjourn:** Motion to adjourn: Ann M; Second: Laura; Motion carried.

**Meeting adjourned:** 7:50 PM