

DRML TRUSTEE BOARD MEETING

February 15, 2018

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 New Business add vacancy for Underhill and Review of Committees and Jobs.

Under Committees add Personnel and Capital Improvements.

Policy Review

Anne Exler reviewed the confidentiality policy. The DRML policy follows state law. There is one grammatical error pointed out by Anne. The first sentence the word "are" should be replaced by the word "is".

Motion made by Anne Exler and **seconded** by Elisabeth Lehr to accept the change to the policy. The motion was approved.

Holly Hall pointed out the open meeting policy needs to be revised to match state law. She suggested developing language that references adherence to state law rather than spell out the details so that the policy will not have to be redone every time state law changes. The sense of the Board was to support this suggestion. Holly will bring specific wording to the Board at a future meeting. Holly reviewed the changes made by the state legislature with the Board.

Old Business

There was no old business to be discussed by the Board.

New Business

Joann reviewed a Library Trustee Self Evaluation document. She pointed out four items in the document she felt were especially important.

1. I attend all Board meetings regularly and give notice to the chair ahead of the meeting if I will not attend.

Joann noted that since a quorum is needed, it is very important to notify the chair of an anticipated absence.

2. I check my board email at least once a week.

3. I come to meetings having already read the information relevant to that meeting including the agenda and items that will be voted on.

4. I am a library advocate to civic groups, community organizations and public officials.

Joann encouraged us to do more and let everyone know how good the library is.

Anne suggested this self-evaluation be put at the front of the Trustee Manual since it makes it clear what is expected by becoming a trustee.

Joann reviewed committees and jobs for need for changes. Based on the discussion Joann will revise the committees and jobs list and bring to the next Board meeting. She pointed out that all committee meetings need to be sent to the web site and posted as a public meeting. She also requested that the board members write a summary of their jobs indicating how it is carried out and any other information that would be helpful for a new person taking on that job. Anne raised the question of whether the executive committee should be reinstated. After discussion it was decided to continue the executive committee, which meets only as needed. The executive committee is made up of the board officers.

Since this was her last Board meeting, Anne Exler was acknowledged and thanked by the Board and the Board Chairperson for her excellent service to the library and community. She will be greatly missed by all.

Secretary's Report

There were no adjustments suggested to the draft December, 2017, minutes.

Motion was made by Laura Wolf and **seconded** by Kristie Kapusta to accept the minutes as written. The motion passed.

The draft January minutes were reviewed and corrected.

Motion made by Elisabeth Lehr and **seconded** by Connell Gallagher to accept the minutes as adjusted. The motion passed.

Treasurer's Report

Laura Wolf reviewed the actual revenues and expenditures to the budget. There were no variations that were significant. The Board decided to continue to receive quarterly reports.

Director's Report

The Director's Report had been sent to the Board in advance of the meeting. There were no comments about the report.

Holly Hall notified the Board that the Vermont Community Foundation had sent a check from the Dr. Jesse S Rawson Endowment Fund for \$23,426 to the library to be deposited in the Dr. Burnett Rawson Fund. As of 12/31/17 that fund consisted of \$79,657.96 totaling \$103,083.96.

Committee Reports

Fund Raising Committee report had been previously distributed and there were no further comments.

Personnel Committee suggested the 2018 committee continue the work on the staff salary ladder. Connie Gallagher thanked the Board for co-hosting the staff appreciation event. Next year staff and board members' children will be invited.

Capital Improvements Committee will need to begin the process of replacing the library roof.

Job Reports

Sven Lindholm reported there was no discussion of the school building by the MMUSD school board.

Motion made by Elisabeth Lehr and **seconded** by Sven Lindholm to adjourn. Joann Osborne adjourned the meeting at 8:51pm.