

DRML TRUSTEE BOARD MEETING: DRAFT
April 19, 2018

Attending: Joann Osborne, Jericho, chair; Elisabeth Lehr, Jericho; Sven Lindholm, Jericho; Sue Vaughn, Jericho; Connell Gallagher, Underhill; Kristie Kapusta, Underhill; Laura Wolf, Underhill; Holly Hall, Director; Marlene Yanus, Underhill.

Call to Order: 7:00 pm

Joann Osborne passed out the Ethics Statement which each board member reviewed, signed and handed to Holly Hall to file.

Motion made by Connell Gallagher and **seconded** by and Laura Wolf to elect Board of Trustees offices as follows:

Joann Osborne to continue as Chairwoman this year

Elisabeth Lehr as Vice Chair

Laura Wolf to continue as Treasurer

Bill McMains to continue as Secretary

Comments from the Public

There were no comments from the public.

Agenda Adjustments

Laura Wolf will discuss budget year from July 2017-March 2018.

Policy Review

No policies were reviewed this month. Elisabeth Lehr will meet with Holly Hall this month with plan to resume presentation of policies at the next Board meeting.

Old Business

There was no old business.

New Business

Joann reviewed what it means to be a trustee. Joann referred to the section in the Board of Trustees manual that highlights the responsibilities of the Board.

Joann suggested that the months from May-August would be a good time of year to brainstorm ways to promote the library.

Job Assignments were updated as follows:

Fundraising Committee: Connell Gallagher to chair. Sue Vaughn, Sven Lindholm, and Elisabeth Lehr will serve on this committee. This committee meets the 2nd Wednesday of every month at 1:00.

Harvest Market Book Sale: Joann Osborne to chair. Bill McMains, Kristie Kapusta, and Sue Vaughn will serve on this committee.

Personnel: Elisabeth Lehr to chair. Laura Wolf and Kristie Kapusta will serve on this committee.

Trustee Recruiter: We will all assist with this role.

Friends Liaison: Sven Lindholm will serve in this role. This committee meets the 2nd Wednesday of the month.

Strategic Planning: this position is on hold until 2021.

Capital Improvements: Bill McMains will serve with Holly Hall.

Rawson Lecture: Connell Gallagher will serve.

Library Advocacy: Kristie Kapusta will serve. We agreed to spend time at the next meeting identifying ways in which we can promote all the library has to offer.

Technology: Elisabeth Lehr will serve.

Annual Fundraising Letter: Bill McMains to chair. Sven Lindholm will assist Bill. Goal is to create new working for letter as part of a 3-year rotation of letters. Joann to speak with Bill about when letters are sent. Goal is to send them out by the second week in May.

Secretary's Report

The draft February minutes were reviewed and corrected. **Motion** made by Sven Lindholm and **seconded** by Connell Gallagher to accept the report as amended.

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 shared that the Volunteer Dessert will be on May 4 at 7 pm. Please bring a dessert to share.

Holly Hall reported that we have received one bid to replace our roof. Holly will be contacting another business about their interest. Holly confirmed that it is expected that we have sufficient funds to cover the cost.

Committee Report

Fundraising Committee: The report had been previously distributed and there were no further comments. Connell Gallagher reported that we have enough auction items for at least the next 6 months.

Treasurer's Report

Laura Wolf reviewed the Profit and Loss Budget from July 2017 through March 2018.

Holly Hall clarified that the Storage fee is an annual expense only.

Laura Wolf reported that most items are falling less than 75% of budgeted target.

Laura suggested that we may want to increase allotment for water next year. We will likely go over budget on the Hardware Upgrade as we unexpectedly had to replace 3 printers.

Motion made by Connell Gallagher and **seconded** by Sven Lindholm to adjourn. Joann Osbourne adjourned the meeting at 8:15pm.

Kristie Kapusta
Secretary Pro Tem