

## DRML TRUSTEE BOARD MEETING

July 19, 2018

**Attending:** Elisabeth Lehr, Acting Chair, Jericho; Bill McMains, Jericho; Sue Vaughn, Jericho; Connell Gallagher, Underhill; Kristie Kapusta, Underhill; Laura Wolf, Underhill; Holly Hall, Director.

**Call to Order:** Elisabeth Lehr, Acting Chair, called the meeting to order at 7:03pm.

**Comments from the Public:** Kathy Barickman attended and stated she had been asked to consider joining the Board as an Underhill representative and was here tonight to see how the Board functioned.

**Agenda Adjustments:** There were no agenda adjustments.

**Policy Review:** Two policies had been reviewed at the June meeting and there were none reviewed at this meeting.

### **Old Business:**

Roofing Update: Holly and Bill reviewed the four bids submitted with the Board and recommended New Life Crew since they seemed to most closely meet the library needs. Laura moved and Kristie seconded to accept the bid pending checking references. The motion passed.

Fund-raising Letter: There have been a lot of responses and range from \$10.00 to \$500.00. They are being processed and not yet totaled. Bill will be drafting wording for thank you notes from the Board and sharing it by email for suggested improvements. Bill will organize sharing with Board members the hand-written responses from the Board, and pass out the lists at the next Board meeting.

2018 Committee List: Laura volunteered to join the Capital Improvements committee. No other changes were made to assignments.

Audit Progress: Jennifer Silpe, bookkeeper, and Lisa Lavoie, CPA, continue to work on it and feel they can finish soon. Lisa has all the information needed. It was suggested Lisa come to the August Board of Trustees meeting.

### **New Business:**

Reports from Efficiency Vermont and Vermont Gas: Reports from each of these organizations reviewing opportunities for energy savings were sent to the Board ahead of the meeting. The Board reviewed the reports and forwarded them to the Capital Improvements Committee for follow-up.

**Secretary's Report:** The June draft minutes were reviewed with suggestions for only one correction, the author line be changed to reflect Sven Lindholm wrote the minutes since the Secretary was not at the June meeting. Connie moved and Sue seconded the June minutes as corrected be accepted. The motion passed.

**Director's Report:** The written report was sent to the Board in advance. Holly reviewed staff resignations with the Board. The Board expressed its appreciation to Renee and Erin for their work with the library and hopes for future success.

**Committee Reports:**

Fundraising: Connie contacted the library in Sherburne about their successful spelling event. They shared their word list and had a number of suggestions to tighten the plan for the event. The great success of Sherburne encouraged the committee to continue to pursue this event.

Connie reminded the Board of the Garden Party for August 19. The theme is Emily Dickenson and Mary Jane Dickerson will be organizing a number of poets for the event. Kristie will be setting up a Sign Up Genius so Board members can sign up for desserts.

Connie said they were going to reach out to the community as a whole rather than repeatedly approaching local merchants this year. He is hoping to have 10 baskets and that the Trustees will each pick a basket to donate. Each basket should have a theme and keep the value to around \$50.00. Suggestions for contents include gift certificates, books and items relating to the theme. In the past there have been mystery, maple syrup, snowflake and post-card books with items related to the books. Please have all the baskets in by October and have new or nearly new items.

Personnel: The committee updated the annual questionnaire, making it more personal and less formal. Responses are due August 3<sup>rd</sup>.

**Job Progress/Completion:** The Deborah Rawson Lecture was discussed and it was decided to initially ask Heather Furman, President of the Vermont Land Conservancy to speak. Connie will contact her.

**Adjournment:** Kristie moved and Sue seconded to adjourn the meeting. The motion passed and at 8:01pm the meeting was adjourned.

Bill McMains, Secretary

