

**DRML TRUSTEE BOARD MEETING
MINUTES**

August 16, 2018

Attending: Joann Osborne, Jericho, chair; Elisabeth Lehr, Jericho; Bill McMains, Jericho; Sven Lindholm, Jericho; Sue Vaughn, Jericho; Connell Gallagher, Underhill; Kristie Kapusta, Underhill; Holly Hall, Director.

Call to Order: Joann called the meeting to order at 7:03 pm.

Comments from the Public: There were no comments from the public.

Agenda Adjustments:

- Under Jobs – Language for Thank You notes.
- Under Old Business
 - Roofing update
 - Audit update

Policy Review: Elisabeth reviewed the Replacement Policy and Procedure. She made non-substantive language changes. The Board also reviewed the Statement of Interest for Trustee of the Deborah Rawson Memorial Library form accompanying this policy. A minor language change was suggested. Sven moved and Kristie seconded to accept both as updated and amended. The motion passed.

Joann will reach out to Kathy Barickman to see if she is interested in joining the board for Underhill.

The Library Agreement of Cooperation with the Jericho Town Library had been updated at a prior meeting and there are continuing attempts to reach out to them to inform about changes and ask for comments and sign-off.

Old Business:

- DRML Rawson Lecture program: Connie reached out to the Nature Conservancy but has not received a response.
- Audit update: There has been no response from Lisa. Joann will contact Laura Wolf to review next steps.
- Roofing update: Holly has received three very positive references and two unanswered requests. Primary concern at this time is commitment for a September start and finish in 2-3 weeks. If unable to come to an agreement to this, the job will be re-bid for spring.

New Business:

- Harvest Market preparation: September 1, 8 and 15, from 10am to noon, will be intake of donated books. Sales will be on September 28 from 2pm to 7pm, and on September 29 and 30 from 10am to 4pm, with two-hour shifts. Joann passed out sign up sheets for both events.
- Upcoming budget discussions: Joann asked that the board members get comments about budget items to Laura in time to take them into consideration before the presentation of the first draft of the budget by the board.
- Elisabeth will reach out to Laura concerning salary adjustments for next year.

Secretary's Report:

- The July minutes were reviewed. Connie moved and Elisabeth seconded to approve the minutes as written. The motion passed.
- The language for this year's Thank You notes and process for sending out the Thank You notes was reviewed by Bill. Until the volume of donations decreases, the list will be evenly divided among the board members to draft the notes and bring them to the library for mailing.

Treasurer's Report: Laura was unable to be at the meeting and the next report will be the quarterly report at the September meeting.

Director's Report: The report was sent out before the meeting. It was noted that the July numbers are up. Holly informed the board of a very supportive letter that accompanied one of the donations. She also informed the board that she has received four applications for the Program Assistant position.

Committee Reports: Fund raising – Connie reported that everything is in order for the Gardener's Tea coming up this Sunday. There will be ample desserts and there are seven readers of Emily Dickenson's poems. He also reviewed progress for the baskets to be auctioned in November, sharing a list of ideas Joann found on the Internet. The list inspired some board members to volunteer to make baskets.

Adjournment: Elisabeth moved and Sven seconded the meeting be adjourned. Joann adjourned the meeting at 8:23pm.

Bill McMains, secretary