

**DRML TRUSTEE BOARD MEETING
MINUTES**

September 20, 2018

Attending: Joann Osborne, Jericho, chair; Bill McMains, Jericho; Sven Lindholm, Jericho; Sue Vaughn, Jericho; Connell Gallagher, Underhill; Laura Wolf, Underhill; Carolyn Greene, Underhill; Holly Hall, Director.

Call to Order: Joann called the meeting to order at 7:06 pm.

Comments from the Public: Carolyn Greene stated she was attending since she is interested in joining the Board.

Agenda Adjustments: Under New Business - Carolyn's application to the Board.
Under Committees - Technology Committee report.

Policy Review: Elisabeth is out of state so Holly presented the Security Camera policy. **Motion made to accept the policy by Connie and seconded by Sven.** Motion passed unanimously.

Old Business:

Rawson lecture: Connie stated it is scheduled for November 13, 2018 at 6:30 pm at the library. Gus Godwin from the Nature Conservancy will be speaking about saving the Vermont Elm.

Roof progress: Holly informed the Board the selected contractor had been unable to accomplish the roofing project this fall. It was decided to re-post the request for bids in late winter and encourage the current contractor to re-bid.

Mount Mansfield Unified School District, Independent District school: Sven informed the Board they had the first of two public hearings about use of the building after the school is closed. It is likely they will re-purpose the building. Concerns about the adequacy of parking were expressed. A decision by the school district needs to occur by October.

New Business:

Carolyn Greene's application to be appointed a member of the Board from Underhill: Joann presented Carolyn's application and qualifications to the Board. **A motion to appoint Carolyn to the Board representing Underhill was made by Laura and seconded by Connie.** The motion passed unanimously and Carolyn was welcomed to the Board. Holly will email the contact information for Carolyn to the Board members.

2019 Budget Development: The DRML Treasurer, Laura Wolf, reported she ran the preliminary report and identified areas needing further attention and she will be sending the report to the Board when the corrections are made. Joann encouraged the Board to actively communicate questions to Laura soon after receiving the report. It will be necessary to review the proposed budget at the October meeting so the final proposed budget can be voted on by the Board at the November meeting, then posted in December as part of the warning for the Annual Meeting in January.

It was noted that input from the Personnel Committee is needed to finalize the budget. Laura will follow-up with Elisabeth, the chair of the Personnel Committee. If Elisabeth cannot return to the state in time for this, Kristie agreed to follow up with the Personnel Committee. Laura will send two scenarios of the budget to the Board in time for review and questions before the October meeting. Joann encouraged the Board members to check their emails daily two weeks before the October meeting to have questions dealt with prior to the meeting.

Book Sale: Joann asked the Board to consider discontinuing the Book Barn Sale in the future due to the amount of effort to accomplish it and the historically limited proceeds generated. The Book Barn sign up schedule for this year is in the library.

Secretary's Report: Bill reviewed the process for the Board members assisting with writing the thank you notes for the donors in response to the annual letter.

The minutes for the August Board meeting were reviewed and corrected. **A motion to accept the August minutes as adjusted was made by Sven and seconded by Sue.** The motion passed unanimously.

Director's Report: Holly had distributed the report prior to the meeting. Holly further requested that in addition to her all agendas and minutes of all committees and the Board of Trustees be sent to Deb Kesler, the library Web Master, for posting. Deb's contact information is clerk3@drml.org.

Committee Reports: Connie reported there were enough donated items that the monthly auction has enough to last through December. He also informed the Board that the committee needs two more people to prepare baskets valued at approximately \$50.00 by the end of October.

The Technology Committee presented the new technology plan for September, 2018 to September, 2019. **A motion was made by Connie and seconded by Carolyn to accept the plan as presented.** The motion passed unanimously.

Job Progress/Completion: No reports were given.

Adjournment: A motion to adjourn was made by Laura and seconded by Sven. The motion passed unanimously. Joann adjourned the meeting at 8:25 pm.

Respectively submitted by,
Bill McMains, DRML Secretary