

**DRML TRUSTEE BOARD MEETING:  
MINUTES  
May 16, 2019**

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

**Call to Order:** The meeting was called to order at 7:00 pm

**Comments from the Public:** Susan Adams from the Master Gardeners group who is maintaining the gardens at the library addressed coordinating the community tea the Board of Trustees sponsors every year to honor the volunteer gardeners who look after the gardens. The theme will be Anne of Green Gables and several readers are already lined up. The tea will be Sunday, July 28 at 2p.m. at the library. The board expressed their gratitude for the work and support from the garden group.

**Agenda Adjustments:** Under Reports add Treasurer's Report.  
Under Old Business add Volunteers' Appreciation feedback.  
Under Policy Review add Meeting Room Policy.  
Under Committee Reports add Book Barn.

**Policy Review:** Elisabeth presented her review of the Meeting Room policy. The only changes needed were minor typo and grammatical corrections without changing the content of the policy. Connie moved and Joann seconded the policy be accepted as amended. The motion passed.

**Old Business:**

Advocacy: Last month the board approved developing a brochure to be included in the Jericho tax statement explaining what the library taxes supported. Sven and Bill met to discuss the content of the brochure. Sven will have a draft by the end of May for the board to review by email. The town of Jericho has arranged for the printing company they are using to also stuff the envelopes with the tax bills and the library brochure will be included in that stuffing. Board members will not need to volunteer to stuff the envelopes.

Discussion of organizing an information booth at the Jericho town meeting in March, 2020 was tabled until the December meeting of the board. Carolyn will talk with the Underhill town clerk about the possibility of setting up an information table at the Underhill town meeting.

Volunteer Appreciation Night feedback: There was a good turnout and the feedback indicated the volunteers enjoyed the evening. Special thanks to Donna and Constance for organizing the event.

**New Business:**

Annual Appeal Letter: Holly informed the board the letter has been mailed and she shared a copy of the letter with the board. The pictures that were included as part of the letter again this year were appreciated by the board.

Book Barn: Sven asked the committee, consisting of Kristie, Joann, Sue and Bill to begin planning the event. The members agreed to meet immediately following the board meeting to schedule future business meetings. Sven agreed to take care of the boxes of books in the barn needing to be disposed of due to poor condition.

**Secretary's Report:** The April draft minutes were reviewed and correction made. Elisabeth moved and Kristie seconded that the April minutes be accepted as adjusted. The motion passed.

**Director's Report:** The report was distributed to the board prior to the meeting. There were no comments on the written report.

The library will be closed Wednesday, May 22, due to the staff attending a Vermont Library Association conference.

Holly, Sven, Sue and Connie will be attending a Trustee's conference by the Vermont Department of Libraries on May 21.

Holly will be meeting with the Union Bank which is interested in the library's business.

Scott Brinker is donating his time to repaint the library sign. The board expressed its appreciation for Mr. Brinker's donation.

**Treasurer's Report:** The profit/loss statement for July, 2018 through April, 2019 was reviewed. Income is slightly lower than budget awaiting a quarterly payment from Underhill.

**Committee Reports:**

Capital Improvements: Roof replacement is complete and was approximately \$4,000.00 over the estimate due to repairs need that were revealed as the old roof was removed.

Holly requested a meeting of the Capital Improvement Committee be scheduled to discuss further facility improvements needed. Bill will schedule the meeting.

Fundraising: There was no meeting of the committee this month. In the future the committee will be meeting on the third Wednesday of each month. Connie stated items for the September auction are needed. Ideas for baskets are also needed and Connie requested the board check with friends and acquaintances for donations.

**Job Progress/Completions:** There were no reports.

**Adjournment:** Kristie moved and Carolyn seconded that the meeting be adjourn. The motion passed. Sven adjourned the meeting at 8:07 p.m.

Respectfully submitted,  
Bill McMains, secretary