**DRML TRUSTEE BOARD MEETING**

**MINUTES**

July 18, 2019

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

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

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

**Agenda Adjustments:** In Committee Reports added Fundraising Committee.

**Policy Review**

Equipment Lending Policy: Holly presented the draft of a new policy she is proposing. The library has a number of pieces of equipment that could be lent to the public. Recently there was a request to borrow the LCD projector. The library has a new LCD projector and the old one still works so we can lend the old one. She drafted a proposed policy in response to this request and is asking the Board to review and comment on changes if this were expanded to be a general policy for loaning other equipment the library owns. Several suggested changes were made on the draft document and Holly will redraft the proposed policy for the August meeting of the Board.

**Old Business**

VLA Conference Summaries: The entire staff of the library was able to attend this conference. The workshops were divided among the staff so all of them were covered. The staff have emailed a series of summaries of their experiences and learnings to the Trustees.

Fund Raising Letter: Bill passed out to the Trustees lists of donors, note paper and envelopes to send thank you notes to the donors. Rather than follow a script this year each trustee was encouraged to write notes in their own style but to be sure to include three items, 1) a thank you, 2) the amount donated since these serve as receipts and 3) the note is from the Board of Trustees.

**New Business**

Recruiting New Board Member: Sven informed the Board that the person he was recruiting to join the Board as Treasurer declined. He asked to Board to help recruit someone from Underhill, which is the current open position, who also has skills using Excel. Holly reminded the Board that without a Treasurer the Board as a whole will need to fulfill the duties of Treasurer. This will require extended Board meetings in preparing next year’s budget.

**Secretary’s Report:** Corrections to the June minutes will be emailed to Bill for inclusion to these minutes and will be presented at the August meeting to be finalized. Appreciation is extended to Kristie who took minutes in May during Bill’s absence.

**Director’s Report:** Holly sent the report to the Trustees prior to the meeting. Comments focused on the apparent increase in circulation. Holly responded that this is partly due to changes in state rules for counting circulation.

**Committee Reports**

Fundraising: Connie emailed the report to Board members prior to the meeting. Needed are items for the auctions and baskets for November.

There will be a Garden Tea on Sunday, July 28. Contributions of desserts (finger foods) are needed.

Book Barn: Kristie passed out sign-ups for helping with receiving book donations September 7 and 14 from 10am until noon.

Donations from the free book day totaled $116.25.

Personnel: Elisabeth reported that the staff questionnaire was updated this year and responses from the staff are due August 9.

**Job Progress/Completion:** No reports.

**Adjournment:** Sven adjourned the meeting at 7:54pm.

Respectfully submitted,

Bill McMains, Secretary