

**DRML BOARD OF TRUSTEES
MINUTES**

November 18, 2021

Attending: Carolyn Greene, Underhill, Acting Chairperson; Sharon Lockwood, Jericho; Bill McMains, Jericho; Connell Gallagher, Underhill; Nicole Gruet-Matthews, Underhill, on-line; Barbara Yerrick, Underhill; Holly Hall, Director

Call to Order: Carolyn called the hybrid meeting to order at 7:05 pm.

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

Agenda Adjustments: Old Business: Acceptance of grant check.

Policy Review:

Policy 2.3, Replacement Policy and Procedure, Revision: Holly presented a revised policy and procedure for acceptance by the Board. **Connie moved and Barbara seconded that Policy 2.3, Replacement Policy and Procedure, be accepted as revised. The motion passed unanimously.** Term limits of board members will be reviewed at the next meeting of the Board.

Old Business:

Finalize the Fiscal Year 2022/2023 Proposed Budget: The proposed budget had been reviewed in detail during the October, 2021, meeting of the Board. No further changes were suggested in this meeting. **Connie moved and Sharon seconded that the proposed budget of \$352,876.27 be accepted and presented to the voters for approval in the January, 2022, Annual Meeting of the library. The motion passed unanimously.**

Deborah Rawson Annual Lecture Follow-up Discussion: The Board thanked David Hathaway for an excellent talk. Carolyn conveyed the Board's appreciation to him. The lecture was presented on YouTube and is available for viewing.

Acceptance of check from the state: The library was awarded a grant that Holly wrote from the Institute of Museums and Library Services which is being administered by the Vermont Department of Libraries. **Barbara moved and Connie seconded that we accept a check for 8,265.25 to be applied for the items listed in the grant application. The motion passed.**

New Business:

Sign Official Warning: The members of the board signed the official warning for the Annual Meeting and it will go to print. It will be posted and distributed to the public.

Establish Annual Meeting Protocol: The Board agreed to follow the usual protocol. Bill will contact Dan Manz to invite him to moderate the meeting again.

Secretary's Report:

Approval of October Minutes: **Sharon moved and Connie seconded that the October minutes be accepted as amended. The motion passed.**

Director's Report: Holly sent the report to the board members prior to the meeting. The report of the Youth Librarian was included in the written reports to the board members. The Board expressed its appreciation of the work of both the Director and the Youth Librarian.

Committee Reports:

Fundraising: Connie reported that the raffle baskets have been out for 18 days and have attracted a great deal of attention. There are eleven baskets and all who have not yet put in raffle tickets should do so soon. The Wine and Dessert Event was scheduled for May 21, 2022, and Bill will communicate this to the vintner, Dave Osborne, so the wines can be made and aged in time for the event. The committee hopes to meet in January to plan for the 2022 year and to address the monthly auctions issue as COVID continues to plague the community.

Personnel: Carolyn reported that the staff survey has been returned by 100% of the staff. In order to assure complete confidentiality, the completed surveys were put in a lockbox by the person filling out the form. Staff have expressed their appreciation of the opportunity to express their views to the Trustees. Many opinions and suggestions were made by the staff and the Personnel Committee reviewed the composite summary of these suggestions. Many of the suggestions and identified issues are being currently addressed, both increasing the focus on the positives and addressing the concerns. The staff will be kept informed and involved as we go forward. Carolyn sent a thank you note and flowers to the staff on behalf of the Board.

Capital Improvements: Bill, Sharon and Barbara met with Holly to review long-term and more immediate needs of the library facility with a view to provide help to Holly in addressing these needs. The list is long and available upon request. The committee members jumped in to help with several of these items. There is a need for a long-term plan for the library facilities and Bill will present an outline of the plan and a proposal of how to proceed to the Board in the February meeting for their review and adoption.

Adjournment: **Connie moved and Sharon seconded that the meeting be adjourned. The motion passed.** Carolyn adjourned the meeting at 8:07 pm.

Respectfully submitted,
Bill McMains
Secretary

