

**DRML BOARD OF TRUSTEES
MINUTES**

December 16, 2021

Attending: Sven Lindholm, Jericho, chair; Sharon Lockwood, Jericho; Bill McMains, Jericho; Connell Gallagher, Underhill; Carolyn Greene, Underhill; Holly Hall, Director

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

Comments from the Public: Kirk Peterson asked to be added to the agenda to discuss a request.

Agenda Adjustments: New Business: Mr. Peterson's request.
Policy Review: Personnel policy.

Policy Review:

- **Board Term Limits:** From last month's meeting there was a question about the term limit of an appointed person to fill a vacant position that occurred mid-term for that position. The question was tabled until this month's meeting to allow the question to be researched. The by-laws are clear about how this situation is to be handled, namely that the appointment by the board of someone to a vacancy occurring mid-term is for the remainder of the term rather than just until the next town meeting.
- **Personnel Policy:** Holly presented three amendments to the current personnel policy. The first was in 3.9 to adjust the library hours, which have recently changed, 3.21 to include a state requirement that any employee working 24 hours or more in a week, year-round must be enrolled in the state retirement system and 3.31 requiring concerns presented to the library director or the board chairperson be done in writing. **Sharon moved and Connie seconded that the current Personnel Policy be amended as presented.** The motion passed.

New Business: Mr. Peterson informed the Board that a group of citizens have been working on a grant to fund sculptures in Mills Riverside Park. Since they are not a 501c3 or a municipality, they cannot receive these funds and are in need of a fiscal agent who is either a 501c3 or a municipality to be the manager of the grant funds. The Park district is supportive of the group but does not have the staffing resources at the moment to take on these responsibilities. The group is asking the library as a municipality to become their fiscal agent. The deadline for the grant application is very short. After much discussion the Board decided they were supportive of the concept but did not feel they had the time needed to answer a number of critical questions about the responsibilities and liabilities of a fiscal agent. They encouraged the group to consider the library in the future when there is time to answer the outstanding questions.

Old Business:

- Annual Meeting Preparations: The mailings to the residents of Jericho and Underhill announcing the meeting and outlining the agenda have been sent out. Dan Manz agreed to stand for the meeting moderator.
- Post Warnings: The warnings for the meeting have been posted.

Secretary's Report: The November minutes were reviewed and one adjustment proposed. **Carolyn moved and Sharon seconded that the November minutes of the Board of Trustees be accepted as amended.** The motion passed.

Director's Report: The report was sent to the Board ahead of time. There were no further questions of the report.

Committee Reports: Connie sent out the results of the basket auction giving the baskets and donors. Eleven baskets were donated and sold raising \$640.00. The Board thanked Connie and his committee for the great job.

Adjournment: **Connie moved and Carolyn seconded that the meeting be adjourned.** The motion passed. Sven adjourned the meeting at 8:30 pm.

Respectfully submitted
Bill McMains
Secretary