

**DRML BOARD OF TRUSTEES  
MINUTES**

May 19, 2022

**Attending:** Bill McMains, Jericho; Connell Gallagher, Underhill; Carolyn Greene, Underhill; Nancy Karlson, Jericho (remote); Barbara Yerrick, Underhill; Jen Greenwood, Jericho; Holly Hall, Director; Ellen Arrowsmith, Underhill; Sven Lindholm, Jericho; Sharon Lockwood, Jericho

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

**Comments from the Public:**

Susan Adams from the Master Gardeners spoke about the history of their Theme Garden behind the library and plans for the annual Community Tea. The theme this year is “The Secret Garden.” Work is in progress to install a “door” to the garden donated by the Haller family, a booklet of information and cutout painted by Mary Hill based on the Graham Rust version of the book, and other details. The proposed date of July 24th with a rain date of July 31st was agreed to. Board members will donate baked goods and readers will be recruited closer to the event date.

**Agenda Adjustments:**

- Items added to New Business:
  - Meeting with Jericho Library Board
  - Annual Fund Raising Letter
  - Book Barn timeline

**Old Business:** There was no old business discussed.

**New Business:**

- New Trustee from Underhill

Ellen Arrowsmith was introduced as a candidate for a Trustee from Underhill. Introductions were made. Ellen’s application had been reviewed prior to the meeting by Board members. There were no questions. **Motion** by Jen to appoint Ellen to the Board of Trustees, **second** by Connie. **Vote:** The motion passed.

- Meeting with Jericho Library Board

The DRML BOT is invited to attend the Jericho Library BOT meeting on June 14th from 5:30 - 6:30. We’ll have a tour and they will share their strategic plan with us.

- Annual Fund Raising Letter

The letter will go out in August. Sven will write the letter this year. Holly is looking for new printer for us to use.

- Book Barn Sales

Barbara will bring a timeline to the June meeting for \$5.00 a bag sales in conjunction with the Farmer's Market in July and August, book donation days, cleaning and sorting days, and Harvest Market sale dates.

**Secretary's Report: Motion** made by Sharon and **seconded** by Carolyn that the minutes of the April, 2022, Board of Trustees meeting be approved as amended. **Vote:** The motion passed.

**Treasurer's Report:** Sharon reported that there are still no answers to Budget v. Actual February report but she has connected with the bookkeeper and that a meeting will be scheduled soon to discuss this and other questions Sharon has as the new Treasurer. It was noted that our Interlibrary Loan expense is 50% over budget due to courier expenses. The state contracts the courier so we have no control over this. Sharon will give us an update next month after meeting with the bookkeeper.

**Director's Report:** Appreciation was expressed for the great work of Abbey, our Children's Librarian and to Holly for filling in as needed for the Program Assistant position and others out due to Covid. Computer use continues to be down due to the lack of after school use as a result of Covid restrictions.

**Policy Review:** The Meeting Room Policy was reviewed with changes that limit capacity, eliminate refreshments, and require masks until further notice. **Motion** made by Jen and **seconded** by Connie to approve the Meeting Room Policy as amended.. **Vote:** The motion passed.

#### **Committee Reports:**

- Fundraising

The Wine and Dessert event will be held on June 18th from 7:00 - 9:00 PM at the Jericho Community Center. The Center is donating the space to DRML as this is a fundraising event. Set-up cannot start until after 3:00 PM. The items for the silent auction will be set up in the fireplace room at the library and bidding will begin on Monday, May 23rd. Board members will make sweet or savory finger foods and will let the Fundraising Committee know what they will bring by June 11th.

- Personnel

There was no report from the Personnel Committee.

#### **Old Business –**

- Strategic planning

Bill led the Board in the discussion as follows:

- Progress

Bill has been sending the minutes from the work group's weekly meetings to the BOT and the staff to keep them up-to-date. The initial Work Plan was provided via email prior to the meeting and there were no suggested changes at this point. The work group's definition of relevant as it pertains to Goal #1 was shared. The Staff Survey Questions were reviewed

- Next Steps

The Stakeholders Survey Questions are in the works and the work plan continues to be

developed.

- Decisions

The BOT needs to appoint Abbey to the work group. **Motion** made by Barbara and **seconded** by Jen to appoint Abbey to the Strategic Planning work group. **Vote:** The motion passed.

- Supports

We still need a community member on the work group. If anyone has suggestions please notify the work group and they will follow up. The work group needs help in identifying key stakeholders to survey and will need help with outreach to those stakeholders once the Stakeholder Survey questions have been developed. It was suggested we create a QR code to link to the survey.

**Adjournment:** **Motion** made by Connie and **seconded** by Carolyn to adjourn the meeting. **Vote:** The motion passed. Sven adjourned the meeting at 8:41 pm.

Respectfully submitted,  
Barbara Yerrick, Secretary