

**DRML BOARD OF TRUSTEES
MINUTES**

June 16, 2022

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

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Call to Order: Sven called the meeting to order at 7:07PM

Comments from the Public: None

Agenda Adjustments:

- Items Added
 - Treasure Report
 - Wine and Dessert Event under Fundraising Committee Report

Policy Review:

- Holly shared updates to Meeting Room Policy as discussed at the May meeting. Motion to accept the updates by Jenn, second by Bill. Vote: The motion passed.

Old Business:

- Jericho Town Library BOT meeting
 - Sven shared highlights of a meeting with the Board and Director of the Jericho Town Library attended by Sven, Holly, Connie, Carolyn, and Barbara. The meeting was very cordial and was held in their newly refurbished upstairs space. They are offering many summer programs, some in conjunction with DRML, and are very interested in collaboration.
- Annual Fund-Raising Letter
 - Sven has begun draft will share at next meeting
- Printer for Fundraising Letter
 - Holly has been getting quotes from printers which seem high. We may continue to work with 1st Step.

New Business: None

Treasurer's Report:

- Sharon and Holly met with the bookkeeper for several hours to orient Sharon as the new Treasure and to sort out questions on reports raised in March. There are more meetings to come as Sharon works on cleaning up a number of minor issues.
There are several items on the Balance Sheet that need to be fixed. There's an Accounts Payable credit for \$32.39 and a FUTA credit for \$52.39, both of unknown origin. They will be written off as errors. A Health Insurance credit for \$605.63 will go back to the employee.

In addition, Sharon is reviewing the checking and savings accounts to assure we need them all. She will work with the bookkeeper to reconcile all balance sheet accounts. Sharon wonders why we need to include the Restricted Funds balances in the Annual Report. They are not voted on and the numbers don't match what is in records even though they are the numbers provided by the bookkeeper. Sharon will continue to work with the bookkeeper until all is reconciled. The bookkeeper shows signs of being ready to move on now that she has a full time job so a change may be coming.

Secretary's Report:

- **Motion** made by Sharon and **seconded** by Jenn that the minutes of the May 19, 2022, Board of Trustees meeting be approved as amended. **Vote:** The motion passed.

Director's Report:

- Maggie, the new program assistant has started! There has been a lot of activity since school got out. Holly will provide pre-Covid numbers to future reports as a reference point we can compare current numbers to. Things are getting back to normal as CDC Covid numbers for Chittenden County are low. The bulging carpet has settled and was likely related to the cold slab in winter. Painting and carpeting on the docket for the future.

Committee Reports:

- Fundraising
 - Book Barn
 - Barn cleaning will take place the week of July 11th. - Barbara will organize via email. J
 - \$5 a Bag Sales
 - July 14th 2:45 - 6:30.
 - Barbara, Bill, Jen, Sharon, Connie, Carolyn will split shifts. Barbara will send out a schedule and language for postings. Holly will include event in the Newsletter. Barbara and Connie will post on Underhill FPF. Jen and Sven will post on Jericho FPF.
 - August 11th 2:45 - 6:30.
 - Bill, Jenn, Connie, Sharon, and Carolyn will split shifts. Barbara will send out a schedule. Connie and Holly will post on Underhill FPF. Jen and Sven will post on Jericho FPF.
 - Donation Days
 - 9/3 and 9/10 from 9:00 AM - 12:00 PM
 - Coverage will be discussed closer to dates
 - Harvest Market - 9/23, 24, 25
 - Coverage times and slots will be discussed closer to the event.
 - Wine and dessert - Saturday, June 18th, 7:00 - 9:00 PM
 - Food donations reviewed and were a good mix of sweet and savory.
 - Holly has permission from a few patrons to submit bids on specific items up to a limit
 - Holly will bring plates, forks, spoons, napkins, and tablecloths.
 - Meet at 5:00 to set up - Connie will get key
 - Barbara and Holly will bring flowers.

- Personnel
 - Nothing to report until end of summer

- Strategic Planning
 - There were no comments on Minutes from Strategic Planning committee meetings
 - The proposed survey questions were reviewed and a small change will be made to contact questions
 - Key Stakeholders list was reviewed and leaders were agreed to:
 - Current and past board members - Holly
 - Staff - Barbara. This is done and an in person follow-up meeting will be scheduled
 - Frequent users - Holly
 - Donors over \$200 - Holly, Sven, and Nancy
 - Volunteers - Caroly
 - Town Leaders - Barbara (Underhill) and Bill, Nancy, and Sven (Jericho)
 - Preschools - Abbey
 - Seniors - Holly and Sharon
 - Master Gardeners - Barbara
 - Tai Chi folks - Connie
 - Mystery Book Club - Sharon
 - DR Book Lovers - Holly will recruit
 - Parents of kids groups - Abbey
 - Abbey to make QR code and link on small paper
 - The Board will beta test Wufoo - The committee will send link/QR when set up

Adjournment - 8:44

- **Motion** to adjourn made by Carloyn, **second** by Sharon. **Vote:** The motion passed. The meeting was adjourned at 8:44