

DRML BOARD OF TRUSTEES

MINUTES

August 17, 2022

Attending:

Bill McMains, Jericho; Connell Gallagher, Underhill; Carolyn Greene, Underhill; Nancy Karlson, Jericho; Barbara Yerrick, Underhill; Jen Greenwood, Jericho; Holly Hall, Director; Sven Lindholm, Jericho; Ellen Arrowsmith, Underhill

Call to Order:

The meeting was called to order by Sven at **7:08 PM**

Comments from the Public:

None

Agenda Adjustments:

Strategic Plan moved to first item of Committee Reports

Policy Review:

None

Old Business:

- **Annual Appeal letter**

Sven's draft of the Annual Appeal letter received positive reviews. Carolyn suggested adding a line about the Garden Party and some pictures. Sven will make changes and send them to Holly who will manage printing with First Step.

- **Garden party**

This year's event had over 40 attendees. New this year were a 12 year old reader and many dressed up and donned fancy hats. We will encourage both next year. Gardener's will look for a more current author for the theme next year. For example maybe Harry Potter or a Fairy Tale.

New Business:

None

Secretary's Report:

Motion was made by Jen to accept the July minutes as amended, **second** by Nancy. The motion **passed**.

Treasurer's Report:

No report this month. Deb Kesler will be the new bookkeeper and will begin when the current bookkeeper completes the work requested by the Treasurer.

Director's Report:

It has been a very busy summer. The data in the report reflects the impact of Covid and how usage is returning to Pre-Covid numbers with the exception of Technology utilization which continues to

increase. Children's programs and utilization continue to increase. The Board offers many thanks to our Youth Librarian, Abbey, for her positive impact. The Curbside Service is still being used by a few folks each month and will continue to be offered.

Committee Reports:

● **Strategic Planning Workgroup:**

The staff meeting to review input was very positive and productive. Bill shared a chart of the results. It was emphasized that the plan is short by design and the committee is asking the board for guidance after reviewing the draft. Questions posed to facilitate this discussion were:

- Are we on the right track?
- Are the goals on track?
- Is there anything in the Plan the board does not support?
- Are we missing anything big?

It was suggested and agreed on that language be included in the introduction related to the fact that Covid exposed some weakness we need to address, especially around technology offerings. In addition it was suggested and agreed on including language expressing that the Board supports the learning and growth of the entire staff. Finally, it was agreed that language related to Justice, Diversity, Equity and Inclusion (JEDI) be cited in introduction and that a library policy related to JEDI be created.

Goal 2 needs an introduction that includes the sentiment that our Technology Infrastructure must have the capacity to provide education and support for learners, workers, and healthcare as well as space to support the technology needs of the community.

Goal 1 changes request that under the sub-goal Programs several items listed be cited as examples instead of objective. Board in agreement that goals are appropriate.

The Board agreed that the Strategic Plan and the Goals set forth are on the right track, supported by the board, and that nothing big is missing.

● **Capital Planning**

This committee is waiting until we hear from the State regarding the application timeline before meeting again. They have key language and ideas ready for when the application process opens. It was noted that The Department of Libraries and The Vermont League of Cities and Towns might be helpful as we move ahead in this process. The committee expects to meet again in September.

● **Fundraising / Bookbarn**

- August 11th \$5 a Bag sale was successful.
- Though included in these minutes, Barbara will send information regarding the Harvest Market preparations in an email to all.
- Donation Days
 - 9/3 and 9/10 from 9:00 AM - 12:00 PM
 - FPF Post
 - Jericho: Jenn on Sunday for Monday distribution, and Sven on Thursday for Friday distribution
 - Underhill Barbara on Sunday for Monday distribution, and Ellen on Thursday for Friday distribution.
 - Newsletter - Holly
 - Barbara will send language for postings.
 - Barbara will make road-side signs
 - Allegiance digital sign. Barbara will call with request.
 - Staffing

- 9/3 - Holly, Barbara, Connie, Sven, Carolyn, Jenn
- 9/10 - Holly, Barbara, Ellen, Connie, Nancy, Jenn
- 9/17 will be tidy up day if needed. Will decide if need at 9/15 meeting
- Harvest Market - 9/23, 24, 25
 - Holly and Barbara will create schedules and get staffing at the 15th meeting.
 - Coverage times and slots will be discussed closer to the event.
 - FPF posting will assign at 15th meeting
- November baskets - Connie starting to collect ideas. Include book if possible:
 - Carolyn - horses
 - Barbara - Coffee
 - Ellen - OGE

- **Personnel**

None

- **Technology**

Given that Technology is now part of the strategic plan the Technology Committee will be disbanded.

Adjournment:

Motion to adjourn was made by Connie and **Seconded** by Jen. The motion **passed**. The meeting was adjourned by Sven at **8:44 PM**.