

DRML BOARD OF TRUSTEES
MINUTES

July 21, 2022

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

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Call to Order: The meeting was called to order by Sven at 7:06

Comments from the Public: None

Agenda Adjustments:

Garden Party Planning added under New Business
Treasurer's Report was added after New Business

Policy Review: None

Old Business:

Silent Auction Review

The Wine and Dessert gathering and the Silent Auction were very successful. The attendance was low but between tickets and the silent auction \$2,000 was taken in on the event. Thank you notes are in the process of being written. We will look at doing a similar event in March next year. We will look for some new donors and hope our regular supporters are willing to continue to support.

Annual Fundraising Letter

Sven presented a first draft of a letter that was well received. Suggestions were offered regarding: things you can borrow, museums, on-line giving options, strategic planning survey, plus some wording and grammatical edits. The survey link will be included in an offset box. Sven will send out a new version via email for review. Will will use First Step for printing.

New Business:

Forming a Capital Plan Committee

We have been notified that The American Rescue Plan Act ("ARPA") Capital Projects Funds will be offering grants from The U.S. Department of Treasury. to help the areas with community and tech needs that became essential during the Covid pandemic. Libraries are repeatedly referred to in the text describing what money might be used for. These are expected to be competitive grants so we need to be ready when the applications open. To meet this need a Capital Projects Committee was formed. Sharon,

Jenn, Nancy, Sven, and Connie, and Holly volunteered and will meet on Thursday, 7/28 at 7:00PM in the Program Room of the Library. It was noted that this committee needs to work in concert with the Strategic Planning Committee.

Garden Party

This year's Garden Party will be held on Sunday, July 31st 1:00 - 3:00pm. We have 8-9 people who have volunteered to read and Connie is organizing the sequence of readers. Board members are expected to attend and bring treats. It is also suggested everyone brings a chair.

Treasurer's Report:

Sharon and Holly have met with the bookkeeper again. Unfortunately, there had been no work completed to answer long outstanding questions. The bookkeeper is working to get caught up and report back soon. She has let us know that she now has a full time position and is ready to move on from this one due to time constraints. Reconciliations are needed and will be part of the work as the new bookkeeper is trained. There are two candidates for the position who will be interviewed the week of July 25th. A decision is expected soon.

In addition, audit options are being considered.

Secretary's Report:

Motion by Jen to approve the June 2022 minutes as amended, **Second** by Nancy. The motion passed.

Director's Report:

Utilization numbers are reflecting post covid state. We are seeing on-line usage staying higher than pre-covid. The director and staff are looking at adding more on-line resources. Consultants from the Vermont Department of Libraries are coming to tour our library soon. Following visits to a number of area libraries the Consultants will gather in South Burlington and have an open meeting where follow up questions can be asked.

Committee Reports:

Fundraising

Book Barn

The July 14th sale was a success and garnered \$180.00.

Personnel

There was no report.

Strategic Planning Workgroup

The committee continues to make progress and the Board and staff are kept informed via email sharing of the committee's minutes. They are current looking at trends by reviewing the completed surveys. There will be an in person meeting with the staff on July 28th. The goal of the meeting is too review the staff responses to the survey to make sure their ideas were understood and to brainstorm more specific ideas.

Trends noted in the Staff responses included more adult and youth programs, keeping the Fireplace room as a cozy, quiet place by moving programs out of there, and providing more downloadable material. Suggested goals were to give attention to space and for the library to stay relevant

Trends noted in Board responses included more and varied marketing and outreach, improve and increase inviting space, program and digital growth
Suggested goals included ongoing community input and new, improved space usage.

Adjournment - 8:36

Motion by Connie to Adjourn, second by Carolyn. The motion passed. The meeting was adjourned at 8:36 PM.