

DRAFT DRML BOARD OF TRUSTEES

MINUTES

September 15, 2022

Attending:

Bill McMains, Jericho; Carolyn Greene, Underhill; Nancy Karlson, Jericho; Barbara Yerrick, Underhill; Holly Hall, Director; Ellen Arrowsmith, Underhill; Sharon Lockwood, Jericho; Sven Lindholm, Jericho; (remote).

Call to Order:

The meeting was called to order by Carolyn at **7:00 PM**

Comments from the Public:

None

Agenda Adjustments:

None

Policy Review:

The Equity, Diversity, and Inclusion Policy Statement as written in the strategic plan was reviewed. **Motion** was made by Bill to accept the EDI Policy as written, **second** by Nancy. The motion **passed**.

Old Business:

- **Annual Appeal letter**

Letters have been mailed out and a few donations have been received.

New Business:

None

Secretary's Report:

Motion was made by Sharon to accept the August minutes as amended, **second** by Ellen. The motion **passed**.

Treasurer's Report:

The training of the new bookkeeper is ongoing and will continue until quarterly reporting is done for the current quarter. The computer has been returned to the Library Office. The goal is to complete the transition to the new bookkeeper by the end of the current quarter.

Items of question from the May meeting are still outstanding and will get cleaned up after board review and approval. There was an error last quarter in processing retirement deductions. The result is a significant amount is due to be paid by the employees. This deduction will be spread over the rest of the fiscal year.

Sharon distributed a Types of Audit document from Vermont League of Cities and Towns which Board members reviewed. Sharon recommended we pursue a Financial Statement Audit and the board agreed. Sharon will follow-up and include the estimated cost in the upcoming budget proposal.

Sharon suggested that the Capital Improvements Reserve Fund be moved to a separate account and the board agreed.

The Carry Over amount from prior fiscal year needs to be included in the Actual Column in order for the Budget vs. Actual report to be accurate. Sharon will see that this happens.

In preparation for the upcoming budget cycle it was felt we needed to have a pointed conversation about staff salaries. Our substitute staff are paid a very low wage and there is a concern about salaries being below comparables in current climate. There was general agreement that peer group research needs to be done and that we aim towards the middle of the peer group when looking at salary increases in the next budget cycle. It was pointed out that most of the staff do not have any benefits other than some vacation time. Sharon will bring some options to the budget planning meeting.

Director's Report:

Utilization numbers are good with the current after school situation "interesting". In the past there were a lot of kids using the library after school but we are currently seeing mostly parents with kids after school. This may change with the colder weather when students are less likely to stay outside after school.

The Adult Programs attendance is still down but expect there will be an uptick as Maggie gets up to speed. She is working on reconvening pre-Covid programs as well as adding new ones.

Music Sundays will start in October.

Programs will continue to be offered in a hybrid (remote and in person) model.

Committee Reports:

- **Strategic Planning Workgroup:**

There was a conversation to clarify the yearly formal review and extend the plan to cover the NEXT 3 years. Language will be modified in the plan to make this clear.

The date of acceptance, 9/15/2022, will be added to the plan.

The EDI Statement heading will be changed to say Equity, Diversity and Inclusion.

Motion to accept the Strategic Plan as amended made by Sharon, **second** by Sven. The motion **passed**.

These next steps were discussed:

- An Implementation Committee headed by the Director will work on Goal 1. The Capital Plan Committee will work on implementing Goal 2.
- Committees need to present work plans to the Board as they are developed. A standing monthly agenda item, separate from the Director's Report, will be added for the Implementation Committee and the Capital Plan Committee.

- It was agreed the Strategic Plan could be changed iteratively as presented to and reviewed by the Board at our monthly meetings.

- **Fundraising**

- **Bookbarn**

- 9/17 will be an organizing day - 9:00 until done.
- FPF for help Saturday and Sunday - Holly will post to Underhill and Jericho
- FPF for sale - Barbara will send language.
 - Barbara and Connie - Underhill
 - Jen and Sven for Jericho
- Harvest Market - 9/23, 24, 25
- Have no one signed up to work to date:
 - Pre - sale: Friday 4 - 7:00 Barbara, hopefully Connie
 - Saturday and Sunday will be organized through email by Holly and Barbara

- **November baskets**

- Reminder given to be thinking about basket ideas and to bring them to the Library at the end of October.

- **Wine and dessert**

- The event has been held in March in the past and in June this year. There were no significant advantages noted for either so the Fundraising Committee will make the decision. It was agreed that the Community Center worked nicely as a location and will be explored as an option for next year.

- **Capital Planning**

Next meeting is on September 29th. Holly signed up for training in regards to the application process. Programs like this training are typically put on a website if others are interested.

- **Personnel**

None

Adjournment:

Motion to adjourn was made by Sven and **Seconded** by Barbara. The motion **passed**. The meeting was adjourned by Carolyn at **8:46 PM**.