

DRML BOARD OF TRUSTEES

MINUTES

June 15, 2023

**Attending:**

Bill McMains, Jericho; Carolyn Greene, Underhill; Holly Hall, Director; Irene Bihun, Jericho; Sven Lindholm, Jericho; Nancy Karlson, Jericho; Sharon Lockwood, Jericho; Ellen Arrowsmith, Underhill.

**Call to Order:**

The meeting was called to order by Sven at **7:04 PM**

**Comments from the Public**

Sue Adams from Master Gardeners, presented updates to the planning for this year's annual tea. The theme is based on the Harry Potter books. She gave thanks and recognition to Moth for an excellent job at designing and printing signs for the event and garden including a welcome to the garden with brief information about the theme of the book series, and signs for the plants found at Hogwart's and growing in our garden with brief descriptions of how they were used. Recipes based on the books for the tea are available for volunteers to make.

**Agenda Adjustments**

None

**Policy Review**

● **Financial Policy**

- The newly revised Financial Policy was reviewed. A few changes were suggested and accepted. **Motion** made by Sharonto accept the revised policy as amended and **Seconded** by Carolyn. The motion **passed**.

**Old Business**

● **Strategic Planning**

- Holly stated that the library has a contract with Hoopla and has begun at the library. This is a move to implement action toward the strategic sub goal of expanding the library collections by making large volumes of material easily available online. Holly and Abbey went to training and found it is easy to use. All that is needed for the public is to use their library card to gain access and there is no waiting. Some of the items available include:

- Ebooks

- Audio books
- Music albums
- TV series
- Movies
- Magazines
- Comics
- Great Courses

## **New Business**

- **Volunteer Appreciation**

- The personnel committee met with Donna to plan an event honoring the volunteers. Multiple ideas were discussed. It will occur Friday, October 13 at 6:30 pm and the committee will meet in September to finalize details.

- **Fundraising letter**

- Sven will write the letter again this year and asked the board to send him ideas.

## **Secretary's Report**

- **Motion** was made by Bill to accept the April minutes as amended, **second** by Sharon. The motion **passed**.

## **Director's Report**

Holly was informed of the amount of ARPA money Underhill will give to replace the HVAC system. She is awaiting information from Jericho to know how much will be available.

## **Committee Reports**

- **Fundraising**

- Barbara sent in dates for activities needing help from the trustees to prepare and implement the annual Book Barn fundraiser.
  - Cleaning; July 12.
  - Farmer's Market sale; July 13 and August 17.
  - Donation days; Sept. 2 and 9.
  - Final details; Sept. 16
  - Early Bird sale; Sept. 22.

■ Sale; Sept. 23 and 24.

● **Personnel**

Board members were reminded to create a short bio with a picture to be posted in the library so staff and patrons can get to know a bit more about the Trustees.

For staff appreciation Board members will write thank you cards for the staff that we would get and bring to the July Board meeting and give to Holly who would in turn give to the staff. The sign up for the cards was: Irene would do a card for Jaime, Sharon for Donna, Carolyn for Cathy, Bill for Moth, Sven for Abbey and Ellen for Katrina. We also discussed that during the week following the July Board meeting we would divide up getting little gifts for the staff such as flowers, candy, etc. Specifics will be decided at the July meeting.

● **Capital Planning**

No report.

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**Adjournment:**

**Motion** to adjourn was made by Carolyn, **second** by Irene. The motion **passed**. The meeting was adjourned by Sven at **8:20 PM**.