

# DRML BOARD OF TRUSTEES MINUTES

August 17, 2023

## Attending:

Carolyn Greene, Underhill; Holly Hall, Director; Irene Bihun, Jericho; Sven Lindholm, Jericho; Sharon Lockwood, Jericho; Ellen Arrowsmith, Underhill; Connell Gallagher, Underhill; Sharon Lockwood, Jericho; Barbara Yerrick (remote), Underhill. Members of the Public: JoAnne Osborne (remote), Susan MacMillan (remote), Susan Adams.

## Call to Order:

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

## Comments from the Public

- **Garden Party** - Susan Adams, Master Gardener joined the meeting to debrief the Garden Party in July. The food, drinks, and artifacts were great, as was the number of children attending. Areas for improvement include:
  - shorter readings,
  - putting out chairs and insuring postings about event encourage folks to bring their own,
  - assuring we have the audience's attention before starting introductions, thank yous, and readings.Hedwig was donated to the DRML and will be included in the November Basket Raffle. Eric Carle was discussed as a theme for next year.

## Agenda Adjustments

- The discussion of the Capital Planning Wishlist was moved to the start of the meeting as there were two remote attendees who wanted to participate - JoAnne Osborne and Susan MacMillan
- An Executive Session was added to the end of the meeting.

## Policy Review

- **Lost and Found**
  - The updated Lost and Found Policy was reviewed and changes clarified. **Motion** made by Sharon to accept the revised policy and **Seconded** by Ellen. The motion **passed**.

## Old Business

- **Strategic Planning (Wish List)**
  - **Guiding Principles**

Ellen proposed the following to help the review and prioritization process.

    - Patrons
      - Accessibility and welcoming space for all
      - Allows full use and enjoyment of space and resources
      - Caters to a variety of needs (small children, teens, working adults, folks who want to gather)
      - Encourages gathering and learning
      - Feeling of openness in physical space and overall environment
    - Employees

- Creates community: work space and gathering space
- Meets daily needs for workflow: office spaces, prep spaces, storage spaces, meeting spaces
- Feels welcoming and inviting
- Community
  - Meets unmet community needs for things like technology and work spaces
  - Continues to attract and invite new community members in
  - Is a hub/gathering space in the community
- Resources
  - Preserves and protects library resources
  - Stores and displays resources in a way to promotes their use by patrons

The Strategic Plan was reviewed to ensure alignment and all agreed these Principles would guide our discussion.

○ **Wish List Review**

The previously generated Wish List was reviewed and discussed with these priorities resulting:

**Technology**

HIGH

- Fast & reliable internet

MEDIUM

- Sound equipment for podcasting/sound booth
- Tech for business center: printers, scanners etc.
- Tech for telehealth
- More support staff for technology

LOW

- Computers for use

**Space**

HIGH

- Covered patio that wraps around the building AND Accessible doors and other accessibility upgrades
- Meeting room(s) for group classes and programs, homeschooling, tutoring AND Open space for programming AND Individual work space (some private, some open)
- Bigger/upgraded children's space AND Young adult space
- Staff space - Offices/administrative work space AND Break space

MEDIUM

- Sound booths/studio space for audio/visual
- Space that could be private and confidential for telehealth visits
- Business center

LOW

- Additional gallery space for local artists

**Library of Things**

MEDIUM

- Tools
- Health monitoring equipment

- Other ideas: <https://www.fletcherfree.org/LOT>
- **Next Steps**
  - Community Outreach - to be planned at Sept. meeting
    - Must include clear explanation of how funding is attained
- **Annual Fundraising Letter**
  - Another draft will be provided via email. Board members will reply with comments and a final draft will be ready prior to the next meeting.

## New Business

- None

## Secretary's Report

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

## Treasurer's Report

The Treasurer and the Bookkeeper met with a CPA and had many questions answered. Depreciation will be started to bring it current. The end of the last Fiscal Year tasks will be completed in September and the budget process will begin. A preliminary budget will be presented at the October meeting. The Accounting Software is being reviewed and will be changed as needed.

## Director's Report

Things are going well. AVONDA will be coming to the September Board meeting to discuss HVAC needs and plans.

## Committee Reports

- **Fundraising**
  - **Book Barn**
    - Took in approximately \$400 at the July and August sales
    - **Donation days**
      - Barbara will send FPF posting language to Irene. Barbara and Irene will post to Underhill and Jericho FPF sites respectively on the Monday and Friday before the donation days
      - **Sept. 2nd (9:00 - 12:00)**  
Staff: Carolyn, Sharon, Irene, Connie
      - **Sept. 9th (9:00 - 12:00)**  
Ellen, Barbara, Holly
    - **Barn Readiness**
      - Final details; Sept. 16
      - Barbara will send email with what needs to be done prior to Harvest Market Weekend after the Sept. 9th Donation Day.
    - **Harvest Market Weekend Sale**
  - Front Porch Forum
    - Barbara will send FPF posting language to Irene. Barbara and Irene will post to Underhill and Jericho FPF sites respectively on the Monday, September 18th and Thursday, September 21st

- Early Bird sale; Sept. 22.
- Sale; Sept. 23 and 24.
  - Staffing to be recruited. Barbara and Holly will work on filling slots with Board members and volunteers
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- **Personnel**
  - **Volunteer Appreciation - October 13th**
    - The event will be Halloween themed
    - Board members will provide food and drink
- **Capital Planning**  
No report

### **Executive Session**

- Sharon **moved** that the Board go into Executive Session, **second** by Connie. The motion passed.
- The Board entered Executive Session at 8:37 PM.
- Sharon **moved** that the Board end Executive Session, **second** by Connie. The motion passed.
- The Executive Session ended at 8:40 PM

### **Adjournment**

- **Motion** to adjourn was made by Connie, **second** by Ellen. The motion **passed**. The meeting was adjourned by Carolyn (who took over Chairing the meeting at 8:00) at **8:41 PM**.