

# Draft DRML BOARD OF TRUSTEES

## MINUTES

March 21, 2024

### Attending

Carolyn Greene, Underhill; Barbara Yerrick, Underhill; Holly Hall, Director; Ellen Arrowsmith (Remote), Underhill; Sharon Lockwood, Jericho; Sven Lindholm, Jericho; Pegs Gibson, Underhill; Nancy Karlson, Jericho; Irene Bihun, Jericho

### Call to Order

- The meeting was called to order by Sven at **7:08 PM**
- Welcome new Board Member
  - Congratulations to Sharon on her re-election
  - Welcome to Pegs Gibson, new Board Member from Underhill
- Election of Board Of Trustees Officers
  - Nominees
    - Chair - Sven
    - Vice - Chair: Nancy
    - Treasure: Sharon
    - Secretary: Barbara
- **Motion** was made by Nancy that the above slate of nominees be approved for 2024, **seconded** by Carolyn. The motion **passed**.

### Comments from the Public

None

### Agenda Adjustments

Add Program Assistant discussion during the director's report agenda item

### Policy Review

- **Volunteer Policy**
  - The Volunteer Policy, Waiver, and Handbook were reviewed by the board. NO changes were suggested.
  - We will need to make changes if **S.220 2024** passes the State Legislature

### New Business

- **Committee/job assignments sign-ups**
  - **Fundraising**  
Sharon, Pegs, Irene  
Barbara - Book Barn

- **Personnel**  
Ellen and Caolyn
- **Capital Planning**  
Sharon, Nancy, Ellen

### Secretary's Report

- **Motion** was made by Sharon to accept the February Meeting minutes as submitted, **second** by Pegs. The motion **passed**

### Treasurer's Report

- Sharon and Holly are working with Bookkeeper to resolve some open questions re: categorization of some expenses.
- Procedures are written for financial operations of the Library.
- Annual audit process and auditors are being explored.
- Fundraising and Donations are \$16,000, against a budget of \$12,000

### Director's Report

- **Program Assistant** - There was a lot of brainstorming about how to modify the position to retain staff. It was decided to keep the position as it is now and explore changing when we plan the 25/26 budget.
- The Department of Libraries grant application is completed and active. Money will be used towards HVAC and carpet projects. The grants will be awarded in the late spring or early summer.
- HVAC quote has gone up to \$182,000 plus, which is \$6,000 more than initial grant.
- Painting projects will go on hold after Story Room is completed.
- Carpet will be addressed when we get our distribution from the Dr. Rawson Fund.
- April 4th - Trustee training on Zoom, list serve for trustees through VT Department of Libraries at 11:00-12:00.
- April 17th - Open meeting laws by Department League of Cities and Towns 90 minute Webinar - 10:00 - 11:30. Holly will send links.
- Eclipse Event set up.

### Committee Reports

- **Fund Raising**
  - Mystery night, May 4th
  - Planning Meeting - TBD early April
- **Personnel**
  - None
- **Capital Planning**
  - There was a conversation about grant writing for a Congressionally Directed Spending grant.

### Adjournment:

**Motion** to adjourn was made by Barbara and **Seconded** by Irene. The motion **passed**. The meeting was adjourned by Sven at **8:38 PM**.