

Draft DRML BOARD OF TRUSTEES

MINUTES

April 18, 2024

Attending:

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

Call to Order:

- The meeting was called to order by Nancy at 7:00 PM

Comments from the Public

None

Agenda Adjustments

None

Policy Review

- **Policy**
 - The Personnel Policy was never officially adopted and signed. It will be added to the agenda for next meeting

Old Business

None

New Business

- Carolyn proposed we create a more complete Trustee Manual with links to policies that are regularly updated on-line. Nancy suggests we all refamiliarize ourselves with our binders and the policies that are on-line in preparation for a discussion at our next meeting.
- Holly suggested we may need to create a Policy Committee to review the entirety of our policies for redundancy, need of updates, consistent formatting, and removal.

Secretary's Report

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

Treasure's -

- Holly and Sharon have been working with the Vermont League of Cities and Towns on setting up an audit and have determined they cannot help us sort this out. Sharon will go to the Jericho Town Office to see if they can offer some options. We will need someone with small municipality auditing experience.
- Expenses thus far are running close to budget for this fiscal year. We are under budget on wages and salaries due to the turnover in the Program Assistant position.
- **Motion** was made by Pegs that we pay the full .44% Child Care Contribution Tax that starts on July 1st, **Second** by Sharon. The motion **passed**.

Director's Report

- Holly has hired Susan Larson as the new Program Assistant out of 7 applicants. Susan is a past Director of Milton Public Library. She now wants a part time job and is able to work with the variable schedule.
- The heating system project is moving along. The equipment needed has been ordered and arrived. All prep work in progress and permits are complete.

Committee Reports -

- **Fund Raising**
 - **Mystery Night**
 - May 4th at 7:00 PM
 - Committee is working on props, the ad campaign and refreshments. They are meeting again on April 24th
 - Rehearsal is on April 27th at 2:00PM
 - **Book Barn**
 - A "\$5.00 a Bag" sale will take place on June 27th. Will plan the remaining schedule at the June 20th meeting.
- **Garden Party**
 - Will take place in late July. Details being worked out.
- **Personnel**
 - In the middle of Holly's evaluation.
- **Capital Planning**
 - Get update on School Board meeting re: boundaries.

Adjournment:

Motion to adjourn was made by Carolyn and **Seconded** by Sharon. The motion **passed**. The meeting was adjourned by Nancy at **7:50 PM**.