

# Draft DRML BOARD OF TRUSTEES

## MINUTES

May 16, 2024

### Attending:

Carolyn Greene, Underhill; Holly Hall, Director; Ellen Arrowsmith, Underhill; Sharon Lockwood, Jericho; Pegs Gibson, Underhill; Nancy Karlson, Jericho; Irene Bihun, Jericho; Sven Lindholm, Jericho  
Susan Adams (Master Gardener program)

### Call to Order:

- The meeting was called to order by Nancy at 7:07 PM

### Comments from the Public

None

### Agenda Adjustments

Susan Adams reassured us that the garden folks are hard at work.

Susan updated us on the plans for this summer's Community Tea Party in the Garden which will take place on Sunday, July 28 at 1p.m. The party will honor Eric Carle, in hopes of attracting younger children. Barbara Yerrick will help with the production; Diana Dunn will work with the children in the daycare next to the library to create artwork for the event; she will also transform the Harry Potter door to honor Eric Carle to be displayed in the garden.

Food will be theme based – fruit, cookies, lemonade – the food that the Hungry Caterpillar ate.

We will put out a for call readers; response may be from very young readers, some of whom may just pretend to be reading. Susan is hoping that Barb can use her teaching skills to handle this.

### Policy Review

- The Personnel Policy needs to be signed by Board members ; those present signed at the meeting.
- Holly shared that the policy was vetted by a lawyer.

### Old Business

Carolyn, Nancy and Sven will update the binder.

### New Business

Discussed speed of internet throughout the library. We have a courtesy account; should we switch this? We can pay \$200.00/month for better speed. Board members agreed that it may be worth it for easier access.

Pegs suggested that perhaps Emergency Response can help with the costs as it is important to have high speed internet for safety purposes and access for all is critical.

## Secretary's Report

- **Motion** was made by Sharon to accept the April Meeting minutes as amended, **seconded** by Eileen. The motion **passed**.

## Treasure's Report –

Sharon is looking at funds for the HVAC system. She also has the name of the firm that does the Town of Jericho audit and will look at the possibility of the library using the same company.

## Director's Report

- Looks great!
- The new privacy law passed so we will have to make amendments to our policy.
- Open meeting law amendment passed so we will have to record audio recording)our Board meetings beginning July 1.
- Governor still has to sign both of the above bills.
- Painting is done. The Friends have paid Scott the last bill.

## Committee Reports -

- **Fund Raising**
  - **Mystery Night**
    - \$215.00 raised. Audience and readers enjoyed the evening!
  - **Book Barn**
    - Barbara will continue to head this up.
    - June 27 will be \$5.00/bag. The barn will need to be cleaned up before then. We'll finalize plans at the June 21 meeting.

- **Personnel**

Discussion about the posting of agenda 48 hours before the meeting in Jericho Post Office, the library and Underhill Town Hall bulletin boards. Holly is asking that Board members share this responsibility. Pegs volunteered to hang in Underhill; Sharon will do the Post Office; Holly the library. Eileen will make copies of agenda skeletons for the rest of the year.

As they come up, Holly will want help with meeting warnings such as budget meetings, annual meetings and the like.

Training for staff – As staff members ask for specific training, Holly makes it available. There is funding for staff development (\$1000.00). Sharon said that funds are available in other lines so they can be shifted as needed. Eileen shared information about a local person who can provide training (Cathy Gillespie). Eileen will request information on the topics she can cover.

A survey to staff will go out regarding training wants/desires/needs.

Carolyn will look up when we did staff appreciation last year.

Carolyn said that we need to have a plan for building expansion because there are financial opportunities that have gone by. It was suggested that we should go outside of the Board to put together a team to steer the project. Community input is important but we need a power point and structure for a meeting. A video tour of the South Burlington library also is a possibility for a community meeting. Sharon will resend the power point; Holly will share what was done for a past expansion project meeting.

**May 30 meeting of the Board at 7:00pm – agenda item: our library expansion.**

- **Capital Planning**

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**Adjournment:**

**Motion** to adjourn was made by Pegs and **Seconded** by Carolyn. The motion **passed**. The meeting was adjourned by **Nancy** at **8:40PM**.