

DRML BOARD OF TRUSTEES

Meeting Notes - no actions taken due to warning issue

June 20, 2024

Attending:

Carolyn Greene (Remote), Underhill; Barbara Yerrick, Underhill; Holly Hall, Director; Ellen Arrowsmith, Underhill; Sharon Lockwood, Jericho; Pegs Gibson, Underhill; Irene Bihun, Jericho; Sven Lindholm, Jericho, Wayne Howe, Jericho; Kevin Unrath (Remote), Member of the Public; Abbey Hemlich, Youth Librarian

Call to Order:

- The meeting was called to order by Sven at 7:02 PM.

Comments from the Public

Guest Speaker Kevin Unrath

- All present introduced themselves.
- Kevin spoke about the process of building a new library in Shelburne which won awards for energy efficiency. There was a lot of public input. 3 different preliminary designs were developed and then numerous charrettes were held around the community for feedback. Location was a big question.
- Design charrettes got the public involved and led to many positive contributions and volunteer efforts to help move the project along.
- After a bond was approved, a construction RFP went out. There are a number of local contractors that have built libraries. There were 37 community group meetings around town.
- Timeline: Started dreaming and created a model in 2013 which was not successful. The next attempt was in 2016. The project was approved to move forward in 2016 and the bond vote was in November 2017. Construction took about 14 months. Opening was in 2019.
- Q & A followed

New Trustee - Wayne Howe was introduced as a potential new trustee. Wayne gave an overview of his history of community involvement and interest in serving on the board. The Board will vote to appoint Wayne as a Trustee at the next Board meeting.

Agenda Adjustments

- Meeting not warned early enough in Jericho so nothing can be voted on at this meeting.
- Need to move this item prior to comments from the public in future agendas.

Policy Review

- **Policy**
 - The Confidentiality of Records Policy is updated, the board needs to approve it at the next board meeting. Also 1.8 will be removed from the policy manual with a vote at the July meeting

Old Business

None

New Business

None.

Secretary's Report

- Need to wait until July meeting to approve minutes from May regular meeting and the May Special Meeting in addition to the June minutes

Treasurer's Report-

- Employee pay raise letters need to go out soon. Carolyn and Ellen will work on a letter.
- Closing books for year-end.
- Still working towards audit process

Director's Report

- Abbey attended and is applying to be part of the cohort of Library Leaders in New England. 25 spots are open.
- Holly is still working on internet options. For a \$250 connection fee we can get fiber from Consolidated Communication.

Committee Reports

- **Fund Raising**
 - **Book Barn**
 - A "\$5.00 a Bag" sale will take place on June 27th.
 - 3:00 - 6:30
 - Barbara 3:00 - 6:30
 - Pegs - 3:00 - 4:45
 - Sharon - 4:45 - 6:30
 - Cleaning day -Thursday morning 10:00
 - Barbara and Wayne
 - FPF - language Barbara
 - Post on Sun and Wed
 - Jericho - Sven
 - Underhill - Barbara
 - **Mystery Night**
 - Pegs will send YouTube link for video of Canadian production of a Louise Penny play
 - Committee will meet between regular board meetings to plan the next event
- **Garden Party**
 - Will take place in late July 27. Details being worked out.
- **Personnel**
 - Ellen presented a summary of needs based on the results of recent staff reflections
 - Training on workplace communication styles
 - Team building
 - Technology needs and training
 - Response
 - Options will continue to be explored in terms of timing and actual training.
 - Vacation requests were discussed.
- **Capital Planning**
 - Sven and Holly met with Finance and Facilities personnel at the MMUUD to determine if they are willing to lease the DRML more land for a potential future expansion. The response was favorable as long as they do not incur any costs.

Adjournment

The meeting was adjourned by Sven at **9:00 PM**.