

DRML BOARD OF TRUSTEES

MINUTES

July 18, 2024

Attending:

Carolyn Greene, Underhill; Barbara Yerrick, Underhill; Holly Hall, Director; Sharon Lockwood, Jericho; Pegs Gibson, Underhill; Sven Lindholm, Jericho, Wayne Howe, Jericho; Nancy Karlson, Jericho

Call to Order:

- The meeting was called to order by Sven at 7:07 PM.
- Appointment of new Trustee.
 - **Motion** made Barbara to appoint Wayne Howe for the open Jericho position, **second** by Sharon. Motion **passed**

Agenda Adjustments

- Confidentiality of Records Policy after Personnel policy
- Approve May meeting minutes under Secretary's report
- Request for executive session after committee reports

Comments from the Public

- Susan Adams updated the Board about the Garden Party
 - Tents available from Saxon Hill if we need shade
 - Diana Dunn has been working on critters and child readers
 - Need 2 more adult readers. Holly is working on this.
 - Grass needs to be cut before the party - Susan follow up with school
 - Quilt raffle is set up. Selling tickets now, will sell at Garden Party, and draw the winner at Party.

Policy Review

- **Personnel Policy**
 - Personnel policy was reviewed and no changes were made.
- **Confidentiality of Records Policy**
 - **Motion** made by Pegs to approve the updated policy, **second** by Nancy. The motion **passed**.
- **Policy Book**
 - **Motion** made by Nancy to remove 1.8 (Law of Public Libraries) from the Policy Book, **second** by Sharon. The motion **passed**.

Old Business

None

New Business

- **Annual Fundraising Letter**
 - Discussion of when to mail the letter and possible themes.
 - Sven will draft a letter.

Treasurer's Report-

- Sullivan Powers LLC has been hired as our CPA. Sharon, Holly, and the bookkeeper met with the assigned CPA and created a list of items to address before an audit was requested.
 - Control documents were provided to help staff refine procedures.
 - Need to make accounting changes as we run as a government entity.
 - Need capital improvement plan and spreadsheet with capital projects, anticipated dates, costs, and yearly contributions. Nancy and Barbara will work on creating a plan.
 - Need to review documents that clearly define what kind of entity we are which will determine required reviews and processes.
 - Other needed changes were presented and reviewed.

Secretary's Report

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- **Motion** was made by Sharon to accept the May Meeting minutes as amended, **second** by Carolyn. Wayne abstained. Barbara abstained. The motion **passed**.
- **Motion** was made by Pegs to accept the May Special Meeting minutes as submitted, **second** by Nancy. Wayne and Sharon abstained. The motion **passed**.
- June Meeting notes were amended. (No actions were taken at this meeting)

Director's Report

- Avonda is working on installing the new system. Replacement unit for the computer area is 3" off. Project manager asks for money to chip in for needed ceiling changes. Nothing in our contract requires us to pay.
- Jamie and Donna have been very helpful with coverage and cross training since the Head Clerk left.
- The Head Clerk job has been posted and applications are being accepted.

Committee Reports

- **Fund Raising**
 - **Book Barn**
 - June sale brought in \$151.01
 - Holly will post a notice on Craig's List to sell all the books remaining in the barn.
 - Donations will be accepted on Sept 7 and 14th 9:00 - 12:00
 - Harvest Market is September 27, 28, 29.
 - Details of Harvest Market sale will be worked out at the September Meeting
- **Personnel**
 - Ellen is looking on a date for the staff workshop.
- **Capital Planning**
 - No update

Executive Session

- **Motion** made by Sharon to adjourn to executive session to discuss a contract, **seconded** by Wayne. The motion passed. The Board went into executive session at 8:36.
- **Motion** made by Barbara to end executive session, **seconded** by Pegs. The motion **passed**. The executive session ended at 8:50.

Adjournment

- **Motion** made by Wayne to adjourn the meeting, **second** by Carolyn. The motion **passed**. The meeting was adjourned by Sven at **8:51 PM**.