

August 2025 Davies Memorial Library Trustee Meeting Agenda & Minutes

Location: Davies Memorial Library

Date: Wednesday August 13, 2025 at 6:30

https://diphi.web.unc.edu/wp-content/uploads/sites/2645/2012/02/MSG-ROBERTS_RULES_CHEAT_SHEET.pdf

The mission of the Davies Memorial Library is to offer diverse and enriching literacy opportunities to inspire life-long learning in our community.

Call to Order: Colleen motioned, Joe second majority accepted. The meeting began at 6:32.

Attendance: Kandis, Mikey, Carrie, MaryJo, Joe, Colleen, Jen (virtual)

Minutes from June: 1. change "raid" to "rain" (new business block party)

2. Change "collect" to collected" (new business block party)

Colleen motioned, Mary Jo second, majority accepted the changes.

Additions or changes to the Agenda: Colleen wanted to add a comment about the block party.

Public Comment none

Financial Report: Reports were handed out and reviewed with the trustees.

Old Business

1. Switchel/haymakers "punch" : Feb/March to celebrate maple syrup?
 - a. June/July 2026 program, Switchel "haymaker"
2. Renew by-laws: need to renew every 5 years should have been completed last year on website table until next meeting: tabled for trustees to review by-laws and revisit at the August board meeting
 - a. New format suggested by ALA : title and sections? Try a couple of drafts formats
 - b. "Media" change to Waterford Community
 - c. 2nd Wed vs. 3rd
 - d. Two or three public places to post? Kandis will check in with town office

<https://www.ala.org/united/friends/orgtools/samplebylaws> : reference for what to include and format samples

Working DML bylaws:  Working DML Bylaws Doc

New business

1. Block Party update: community event as it does not yield a profit
 - a. Colleen: Thank you to BettyAnn for the financial donation. Colleen will write a thank you card.
2. Suggestion to give Luke a thank you note for repairing the back-yard: Joe will write a thank you note.
3. Summer Reading Program Update: Caroline, MaryJoe, Colleen, and Kandis collaborated and worked together. 28 attendees for week 1. 18 attendees for week 2. 30 attendees for the 3rd week. A banner made from the reading program is hung outside the library for display. The summer reading program was advertised through: Block Party, word of mouth, and Friday folder at School. Carrie wondered if a "Summer Reading" would be formed for next year?
4. Children's room door and other maintenance issues were discussed. Kandis will notify the select board/town office. Kandis, Mikey, Carrie, MaryJo, Joe, Caroline, Colleen
5. Board member responsibilities/roles outlined in by-laws?completed
6. Robert's rule cheat list : yes. Carrie will distribute it at the next meeting.
7. Onboarding "folder": bylaws, policies, robert's rule cheat sheet, names/contacts of board members. This will be a new practice.
8. Add policies to next meeting to discuss

Next meeting: Majority agreed September 10, 6:30

Adjournment Colleen made a motion, Mikey second, meeting ended at 8:12.