

DRML BOARD OF TRUSTEES
MINUTES

April 17, 2025

Present: Irene Bihun, Jericho; Pegs Gibson, Underhill; Eric Gildermeister, Underhill; Holly Hall, Library Director; Wayne Howe, Jericho; Nancy Karlson, Jericho; Sven Lindholm, Jericho; Sharon Lockwood, Jericho

Call to Order - The Meeting was called to order at 7:04 PM by Sven

Agenda Adjustments - None

Comments from the Public - None

Policy Review:

- We will review the Collections Development Policy at the next meeting; Holly indicated that changes are needed in light of updates to state law.
- Wayne suggested that we reorder some of the policies posted on the library website for ease of succession transition.

Old Business:

- The Trustee Training Webinar was briefly discussed. A recording is posted on Niche Academy
- Nancy developed a proposed list of items and links that should be in our Trustee Manuals and additions were suggested

New Business - None

Treasurer's Report:

- Nothing new since last month's updates

Secretary's Report:

- Minor typos were corrected. Nancy moved to accept the Minutes from the March Trustee meeting, as amended, and Irene seconded. Passed.

Director's Report:

- Abbey has gotten an estimate for automatic door openers for the four doors (~\$11,000) and has requested a second quote without the patio door to reduce the cost.
- An Underhill resident discussed an upcoming large donation with Holly
- Holly is getting an estimate for replacement of the carpet tiles. The library will need to close during the installation, but curbside pickup will be available.

Committee Reports:

- **Fund Raising**
 - Another mystery play will take place in the fall
 - Irene will check the conditions in the Red Barn; plans for Book Barn sales will be discussed at future meetings.

- **Personnel**
 - Barb and Wayne met with Holly and Abbey to discuss employee classifications and pay grids; they plan to meet again soon
 - Wayne discussed the Richmond town employee classification grid as a benchmark / reference
- **Capital Planning**
- **Building**
 - The current expansion justification / Narrative pdf was displayed and discussed
 - Sven will write a cover letter on letterhead and send the RFP to the updated list of 6 architects.

Adjournment:

Pegs moved to adjourn the meeting, second by Sharon, passed. Sven adjourned the meeting at 8:18 PM