

DRML Board of Trustees
MINUTES
August 21, 2025

Attending

Irene Bihun, Jericho; Pegs Gibson, Underhill; Eric Gildemeister, Underhill; Holly Hall, Library Director; Wayne Howe, Jericho; Nancy Karlson, Jericho; Sven Lindholm, Jericho; Sharon Lockwood, Jericho; Barbara Yerrick, Underhill

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

Agenda Adjustments – Added Building Committee to Committee Reports section

Comments from the Public - None

Policy Review –

Policies “1.5 Conflict of Interest” and “1.6 Ethics Statement for Library Trustees” were reviewed and discussed. No revisions are needed. Holly will update dates and will repost at <https://www.drml.org/about/policies/>

Pegs made a Motion to designate the Library Director as the person to receive and maintain a record of complaints alleging violations of the Municipal Code of Ethics by any trustee as well as maintain a record of the library trustees who have received ethics training. Second by Nancy and the Motion passed unanimously.

Each Trustee, by law, must complete the Municipal Code of Ethics Training (Holly will send a link) and send Holly an email stating you have completed this **task by the end of September**.

Old Business - None

New Business – Sven stated that he will send a draft of the Annual Appeal Letter (requesting funds for the DRML regular operating budget) to the Board by the end of August for review. The goal is to finalize and mail this letter in September. Holly relayed that the new printer business that we used last year has been sold again and she will work with the new owners this year; production time is expected to be longer than last year.

Treasurer’s Report –

Sharon will meet with the CPA on August 22; he is still trying to find an appropriate auditor for us.

Sharon provided the Board with a printout of near-final-Actual Expenditures vs. Budget for the 24/25 fiscal year ended June 30, 2025, along with the Final 23/24 Actuals for comparison. Sharon is working on closing the Books for 24/25 soon, it appears there may be some carryover funds.

The capital plan needs to be updated; carpet replacement was postponed in the hopes of future building expansion and renovation.

The Budget for the 26/27 Fiscal Year needs to be developed and approved by the Board in time for public voting at our Annual Meeting in January 2026.

Secretary's Report -

Minutes from July Meeting – The year in the draft minutes needs updating. Irene made a Motion to accept the minutes as amended, second by Nancy, passed unanimously.

Minutes from August Building Committee meeting – the spelling of Eric's last name needs correction in the draft minutes. Sharon made a Motion to accept the minutes as amended, second by Nancy, passed unanimously.

Agreed to use the term "Building" rather than "Expansion" for our committee and sub-committee names and their meetings and minutes while using "Expansion" for the page on the website, trying to be consistent.

Director's Report –

Holly is interviewing candidates for the Program Assistant Position.

A refurbished Pay Phone will be installed outside on the library porch courtesy of RandTel at no cost to the library for free use by the public (VOIP using our internet connection.)

Holly emailed a WLArchitects draft contract from Kelley for review by the Board; Sharon will also forward the draft to the attorney for review.

Holly and Abbey will separate the Juvenile non-fiction from the adult collection and relocate it to the Juvenile area to make it more accessible to those patrons. The Board agreed with the suggestion that the library close on Tuesday, September 16th from 10-5 PM, open from 5 to 8 PM that day and close all day on the 17th to complete this project.

Committee Reports -

Fundraising (Book Barn, for regular library operating budget) – Sven and Barbara will post information about Book Donation Days and Harvest Market Sales on Front Porch Forum. Irene and Wayne reported that the Barn is low on Books and that some cleanup of the entryway is necessary. Holly will remind the Barn owner of our schedule. Workers signed up for Donation Days, 9-noon or portions of: Sept. 6 (Holly, Linda, Wayne, Pegs, maybe Eric) and Sept. 13 (Barbara, Sharon, Holly, maybe Eric, maybe Pegs later). Will decide the staffing for the Sept. 26, 27, 28 Red Barn sales at the Sept. 18 Trustee's meeting.

Personnel – Barbara and Wayne to create a succession plan to present at the September meeting re what needs to be done and when. They will also work on the Merit Raise Plan.

Capital Planning - None

Building Committee –

Ideas for the Harvest Market Parade were discussed (a construction theme with marchers wearing hard hats, carrying tape measures, hammers, a banner, and signs maybe saying “Ask Me about our Growing Library”.) Decided our theme phrase should be “Our Wondrous Growing Library”, Nancy to send Logo for Banner/fundraising thermometer/signs, Barbara to check in with Mary Hill re design help for signs & creative ideas, Eric and Sharon working on banner, maybe 6-8’x2-3’, need guidance from printer.

Wayne and Eric working on fundraising thermometer idea – discussed tick-marks/increments and possible fundraising goals, maybe \$500,000?

Staff a table under the pop-up tent at the red barn during the book sale, also a table at Harvest Market?

Small group / Building Sub-committee to work with Holly & Abbey re WLA communications to and from the Board, need to meet and hash out some details. So far, Nancy, Pegs, Sharon, Irene, Linda and Holly have expressed interest in continuing on the building sub-committee – anyone else? (Lots of travel plans during late August and September by many members of the Board, Holly needs to work more desk hours plus school starts next week.) Need to determine when to meet and frequency.

Sharon will touch base with the professional fundraiser; Wayne expressed our need to get guidance from someone who has done large fundraising campaigns before we form a building fundraising sub-committee and commence with that effort.

Adjournment – Motion to adjourn by Pegs, second by Nancy, passed unanimously. The meeting was adjourned by Sven at 8:43 PM.

Next Meeting – September 18, 2025, 7 PM in the DRML Program Room