

DRML Building Committee Monthly Meeting
MINUTES
September 10, 2025

Attending

Linda Almy, Underhill; Pegs Gibson, Underhill; Holly Hall, Library Director; Wayne Howe, Jericho; Sven Lindholm, Jericho; Sharon Lockwood, Jericho; Maeve McBride, Jericho; Kelley DesRoches, Jericho

Call to Order

- The meeting was called to order by Sven at 7:04 PM

Comments from the Public

- None

Agenda Adjustments

- Tabled the Harvest Market Parade item – to be discussed at the September 18th Board Meeting
- Moved the Jericho Block Party discussion to the end of the agenda

Fundraising – Overview of CPGE capabilities

- Maeve McBride of CPG Enterprises introduced herself and her firm.
- Maeve described their “Feasibility Study” service typically \$25-27,000, Williston was less. Can provide a proposal / estimate for us.
 - The Williston library went through this process – see the Williston Selectboard minutes for more info.
 - A feasibility study typically consists of:
 - An External Part where CPGE would confidentially interview 30-35 people to gauge community interest in donating to the expansion project and the appetite for doing the project. Takes 2-3 weeks plus prep time (donor search tool, etc.) We would NOT get a list of names/people interviewed.
 - An Internal Part where CPGE would assess systems in place, our donor databases/history and our experience with fundraising or capital campaigns
 - A detailed report with findings and recommendations for timelines, messaging, fundraising target, how to find volunteers and how to build and establish donor relationships in the community. Takes about 1 month to prepare.
 - A feasibility study is typically followed quickly by the capital campaign kickoff. Start with a “quiet phase” of working with larger donors before going more public. Campaigns typically last 3-5 years...1 year would be a very aggressive target.
- CPG Enterprises also offers Training / Coaching in basic fundraising and solicitation skills for \$200/hour

Board Survey about Expansion Needs

- Kelley DesRoches of Wiemann Lamphere Architects (WLA) led a conversation about Space

Requirements / wishes and solicited input (Program of Space Meeting.)

- If you missed the meeting and are able, please review the meeting recording and provide your **input to Holly Hall by September 19th**.
- WLA will combine our input with detailed input already received from Holly, Abbey and staff and will produce a document.

Jericho Block Party

- Book donation work is already going on that day at the Red Barn so people aren't available to staff a table at the block party.

Adjournment

- Wayne made a motion to adjourn, Sharon seconded, passed unanimously
- The meeting was adjourned at 8:35 PM

Next meeting of this group: October 8, 2025, 7PM in the DRML Program Room