

DRML Board of Trustees
MINUTES
September 18, 2025

Attending

Linda Almy, Underhill; Pegs Gibson, Underhill; Holly Hall, Library Director; Wayne Howe, Jericho; Sven Lindholm, Jericho (remote); Sharon Lockwood, Jericho; Barbara Yerrick, Underhill

Call to Order - The meeting was called to order at 7:06 PM

Agenda Adjustments – The Executive Session was moved to the end of the agenda.

Comments from the Public - None

Policy Review – Holly reminded us to take the online Ethics training ASAP and email her that you have completed it, required by the end of September.

<https://vt.accessgov.com/municipal-ethics-training/Forms/Edit/municipal-ethics-training/2cde338b-5cb3-4ffa-afc7-2f8961485935/1>

Old Business – Sven has emailed a draft of the Annual Appeal Letter to each of us. Please review and send revisions to Sven ASAP.

New Business - None

Treasurer's Report –

- Sharon reported that the 24-25 Actuals are complete. She needs to review the Vermont League of Cities and Towns Insurance to better understand the charges.
- The Board needs to review the Capital Planning and Payroll Worksheets (in the spreadsheet Sharon emailed to us on 9/14) at our next Board meeting – Sharon and Nancy will meet before then to discuss changes to the Capital Plan. Note that the cost of benefits in the budget will rise when Holly retires.
- The Cash Count Form for the Red Barn Book Sale was reviewed and this year's cash sales reporting process was discussed.

Secretary's Report -

- Draft Minutes from the August Board of Trustees Meeting – Wayne moved to accept the minutes as written, seconded by Sharon. Motion passed unanimously.
- Approval of Draft Minutes from the September Building Committee meeting was tabled until the next Building Committee Meeting to allow input from that

group.

Director's Report – Holly reported that Kay, the new program assistant has started. The reshelving of youth and teen non-fiction into the young adult area went well and has been completed.

Committee Reports -

Fundraising (Book Barn) – The staffing for the barn sale was discussed and there are still slots available. The counterfeit pen and instructions will be provided for \$50 and \$100 bills – Sharon will ask at the bank whether \$20's also need to be penned. Barbara and Sven will post the sale info on Front Porch Forum on Tuesday and Thursday.

Harvest Market Parade - Barbara and Mary Hill will work on signs for folks to carry. Eric sent word via Holly that the banner is being printed for pickup in Williston. Barbara, Linda, Holly and 2 staff members have signed up to march anyone else interested? Show up at the library at 8:30 on Saturday if you intend to March, bring your own tool belt, tools or whatever you think represents the expansion project.

Personnel –

- Barbara and Wayne described the Merit Raise Proposal of a 2% merit raise on the following July 1st after completing 150 hours of Director-approved training (not retroactive to already completed hours) in addition to the annual COLA raise. The final proposal needs to be in accordance with the Professional Development section of the current Personnel Policy.
- Barbara presented a PowerPoint slide show summarizing their research regarding succession planning for hiring a new director (Why we need a process, Pitfalls, Basic Steps and a Timeline. Formation of an ad hoc succession planning committee was discussed, to include a staff member.

Capital Planning – see Treasurer's report, above

Executive Session –

- Wayne moved that we enter an “executive session to discuss a fundraising contract under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes. This is a step in considering awarding a contract.” Pegs seconded and the motion passed unanimously. Sven invited Holly to join the Executive Session. Executive session was entered at 8:56 PM
- A motion to conclude the executive session was made by Barbara and seconded by Sharon. The motion passed unanimously. Executive session was exited at 9:14 PM

Wayne made a motion to award a fundraising contract to CPGEnterprises based

upon their proposal, to be paid for with Grant funds. Sharon seconded. The motion passed unanimously.

The attorney's proposed changes to the Wiemann Lamphere Architects contract were discussed and it was decided that Sharon would forward the attorney's changes to Kelley, as written.

Adjournment – Wayne moved to adjourn the meeting, Barbara seconded. The Motion passed unanimously, and the meeting was adjourned at 9:16 PM.

Next Board of Trustees Meeting: October 16, 2025