

DRML Board of Trustees
MINUTES
October 16, 2025

Attending

Linda Almy, Underhill; Irene Bihun, Jericho; Pegs Gibson, Underhill; Abbey Heimlich, Youth Librarian; 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 7:05 PM

Agenda Adjustments – The Secretary’s Report was moved up in the agenda order

Comments from the Public - None

Policy Review – Wayne gave an update on his review of policies posted on the library’s website and made suggested changes re organizing them; he also reported on research of other needed policies and Holly mentioned that those may already be in the hard copy Policy Book.

Old Business –None

New Business - None

Secretary's Report -

- Wayne moved to accept the Draft Minutes from the September 18th Board of Trustees Meeting as written, seconded by Sharon. Motion passed with Nancy abstaining and everyone else voting yes.

Treasurer’s Report –

- Sharon and Holly reported that the Vermont League of Cities and Towns (VLCT) researched our 2024-25 high insurance cost and found that the 2024 reappraised insurance value of the library was exceptionally high relative to other libraries in Vermont. VLCT suspects a possible error by the insurance appraiser and will follow-up with the appraiser, who is on vacation.
- Sharon presented the Proposed DRML Budget for 2026-27; the proposal was explained and discussed. Sharon explained the notes she will add on the version sent to the Jericho and Underhill town administrators.
- Sharon moved that the Proposed DRML 26-27 Budget of \$426,240.00 be accepted as presented. Nancy seconded and the motion passed unanimously.
- Holly will post the warning for the November 20, 2025 Budget Hearing and Sharon will send the Proposed Budget to the two town administrators per our

bylaws.

Director's Report – The Board liked the open loop geothermal evaluation proposal from Lincoln Applied Geology, Inc. and Holly will let Kelley/WLA know that we wish to proceed. Holly also talked about the Manchester Library and basement design.

Committee Reports -

Fundraising (Book Barn) – The profit from the Harvest Market book sale was \$2,334.35 and the two subsequent \$10/bag sales netted about \$150 total. Holly reported that the annual appeal letter is about to be mailed out. Baskets for the basket raffle were discussed along with the possibility of a mystery play night in November while baskets are on display.

Harvest Market Parade – Everyone enjoyed marching in the Parade and looked joyful on the MMCTV video

Personnel – Wayne reported on succession planning progress for the Library Director position. Linda and Nancy expressed interest in joining the Personnel Committee / Succession subcommittee. A more aggressive timeline was also discussed, and weekly standing subcommittee meetings were suggested.

Building – Holly reported that Kelley and Michael / WLA will have sketches to review with us by next month. The Building Committee is waiting for Info from WLA before scheduling their next meeting.

Capital Planning – Waiting on decisions re Expansion / Renovation plans

Adjournment – Irene moved to adjourn the meeting, Sharon seconded. The Motion passed unanimously, and the meeting was adjourned at 8:39 PM.

Next Board of Trustees Meeting with Budget Hearing: November 20, 2025, 7 PM