

**DRML Board of Trustees
MINUTES
November 20, 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; Kelly DesRoches, Principal in Charge, and Michael MInadao, Design Director, from Wiemann Lamphere Architects (WLA.)

Call to Order - The meeting was called to order at 7:03 PM

Agenda Adjustments – None

Comments from the Public – Kelley and Michael presented three preliminary “schemes”/proposed building expansion sketches based upon their site evaluation plus earlier input from the library board, staff and two community open meetings. Pluses and minuses for each scheme were discussed, and board questions were answered. Please send any further questions and feedback to Holly by December 1st for relay to WLA.

Kelley will follow up with the Cost Estimator for Schemes A and B. There will likely be an additional cost for the second scheme as she thinks they quoted cost estimation for only one scheme in the original proposal, she will let us know. Sven will discuss Schemes A&B with the Finance and Facilities Committee of the School Board at their Dec. 8th or 11th meeting to inform them of the preliminary proposals and will relay feedback.

Policy Review – Wayne gave an update on his review of policies and reported that some policies need to be updated with review dates; he also had questions and suggestions for improving the personnel policy.

Old Business – Finalize the proposed 26/27 Budget:

- Both Jericho and Underhill received the draft 26/27 proposed budget; no comments were received back.
- Sharon and Holly reported that, after their inquiry about the unexpected rise in the DRML's insurance charges, the Vermont League of Cities and Towns (VLCT) found that yes, we were being overcharged for insurance due to an error in our reappraisal value. VLCT will refund the overcharges paid; Sharon amended the draft 26/27 budget's insurance line item to reflect a decrease from

\$14,000 to \$8000. The amended proposed budget total of \$420,240 is an increase of 4.63% relative to the 25/26 budget.

- Sharon moved that the DRML 26/27 proposed budget amount of \$420,240 be approved by the board, Irene seconded. Passed unanimously.
- The final proposed budget will be sent to the two towns for inclusion in their Town Reports. Adoption of the proposed budget will be voted upon at the DRML annual meeting.

New Business –

- Holly prepared the Official Warning for the DRML Annual Meeting on January 15, 2026, at 7 PM. Holly noted the addition of new Article 5 to close the Delaporte Library CD. Each board member present signed the warning.
- The annual meeting protocol will be established at the December board meeting
- Sven noted that Barbara has resigned as an Underhill trustee and a new trustee will be appointed for the remainder of her term. Sven is reaching his term limit so there will be an opening for a Jericho trustee to be elected in March. Eric's appointment is about to expire and he needs to start the process to be placed on the 2026 Town Meeting Ballot if he wishes to continue as an Underhill trustee.

Secretary's Report –

Nancy moved to accept the Draft Minutes from the October 16th Board of Trustees Meeting as written, seconded by Sharon. Motion passed unanimously.

Treasurer's Report – See Old Business, above

Director's Report – Holly reported that DRML has been invited to have a hallway table at the January 20th Jericho Town Budget Meeting (6PM, at MMU.) The meeting is a step in the “Jericho Town Meeting Reimagined” process. The board will accept the invitation and will also plan to be at the Underhill Town Meeting in March.

Committee Reports -

Fundraising – The Basket raffle is in progress and winners will be drawn on Dec. 8th. Another Mystery Night at the Library play is planned for the end of January. The annual Wine and Dessert Evening is scheduled for Saturday, March 14, 2026.

Building – None

Capital Planning/Expansion Fundraising subcommittee will tentatively meet on Wednesday, Dec. 3 at 3 PM – Sharon to be in touch to finalize date and time with Linda, Nancy, Irene, Holly, Abbey, and Andrea (Pegs as an alternate if one of the

above Trustee's can't attend.)

Personnel – Nancy moved to enter an Executive Session per 1 V.S.A. § 313(a)(3) which permits public bodies to enter executive session for personnel matters. Pegs seconded. Passed unanimously. Holly and Abbey were invited to join. Executive Session entered at 8:50 PM.

Irene moved to end the Executive Session, Sharon seconded. Passed unanimously. Executive session ended at approximately 9:20 PM.

Adjournment – Pegs moved to adjourn the meeting, Nancy seconded. The Motion passed unanimously, and the meeting was adjourned at 9:23 PM.

Next Board of Trustees Meeting: December 18, 2025, 7 PM