

**Draft Minutes**  
**DRML Trustee Board Monthly Meeting**  
*February 19, 2026*

**Attending -**

Linda Almy, Underhill; Pegs Gibson, Underhill; Eric Guildemeister, Underhill; Holly Hall, Library Director; Abbey Heimlich, Youth Librarian; Wayne Howe, Jericho; Nancy Karlson, Jericho; Dana LeBlanc, Underhill; Sven Lindholm, Jericho; Sharon Lockwood, Jericho; Kelly DesRoches, Wiemann Lamphere Architects (WLA.)

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

**Comments from the Public** - None

**Agenda Adjustments** - None

**Old Business** – Kelly presented new draft expansion designs B1 and D and discussed the pros and cons of the various drafts (old drafts were impinging upon septic setbacks which was deemed more problematic than impinging upon the forebay storm-water system since that will likely be redesigned.) Kelly suggested one more round of redrafts – send your opinions about the current drafts to Holly by February 28<sup>th</sup> for consideration. Kelly suggests picking one final redraft and moving into a partial “Phase 2” to get a more solid cost estimate and targeted cost approach to be used by CPGE for their feasibility study. Kelly also suggests getting a Construction Manager involved and reworking the timeline by back calculating from the expected bond vote date. The sub-committee picked Mar. 2 at 4PM to tentatively meet with Maeve (CPGE) and Kelly. Community engagement events were briefly discussed including posting drafts during the Wine and Dessert event. Abbey is working on a Case Study to be used during the feasibility study.

**Policy Review** – Wayne and Eric have completed their policy review; the updated Personnel Policy needs to be reviewed by an attorney and should be in place before the new Director is hired but the attorney suggested by VLCT can’t review until May. Holly will follow-up, estimated cost not to exceed \$2,000. Sharon is completing the Finance Policy, and we will review at the March board meeting; Nancy will create the March agenda since Sven retires after tonight’s meeting. Abbey will post final policy versions on the DRML website.

**New Business** - None

**Secretary's Report** -

**Approval of December minutes** – Holly amended the December 2025 minutes to reflect that she attends all committee and sub-committee meetings (except for

those preparing her annual performance review.) Sharon moved to accept the minutes as-amended, Nancy seconded, passed unanimously.

**Approval of January (annual meeting) minutes** – Sharon moved to accept the minutes as-written, Nancy seconded, passed unanimously.

**Treasurer's Report** – Sharon reviewed the current state of finances. Our bookkeeper is retiring so Sharon and Holly have been interviewing potential replacements.

**Director's Report** – Holly reported that our Hoopla cost is very high and we may need to trim back. She is out of budgeted book-buying funds. Donna is planning a party for the volunteers in April. Staffing of the DRML table at Underhill's Town Meeting on March 3 was discussed (Polls open 7AM-7PM, Town meeting at 9AM, usually over before noon, pot-luck luncheon, all at Brown's River Middle School.)

#### **Committee Reports -**

**Fundraising** – March 14 won't work for our Wine and Dessert date as it conflicts with Good Shepherd's event. Holly will check with Dave Osborne to see if he can do the 21<sup>st</sup> or 28<sup>th</sup> and will finalize for the March calendar and newsletter. Please sign-up with your food contribution. Pegs will talk with Nancy and Connie. The subcommittee will meet on March 9 at 1:30 to finalize the night's entertainment.

**Personnel** – Nancy presented the ad and job description that the Succession sub-committee drafted for the Library Director position. Suggested updates include add "social media", add more words around expanding programming to jive with our Strategic Plan, add a link to the library website, and correct a misspelling of the word programming. Interview questions and evaluation rubrics are being drafted.

*TIMELINE:* post the Ad on March 2 with an application deadline of March 15<sup>th</sup> (applications to Pegs' trustee email.) The sub-committee will meet on March 16<sup>th</sup> to review applications with an update to the board at the March 19<sup>th</sup> meeting. First round of interviews by subcommittee March 23-March 27. Special Board Meeting on April 2 with executive session for presentation on interviewees and to pick final 2-3 candidates for second round of interviews by the full board April 6-15. Choose final candidate at April 16 board meeting and make job offer.

**Building** - Holly is accepting bids to modify the HVAC controllers to give us after-hours control / overrides.

**Capital Planning** - None

**Adjournment** – Sharon moved to adjourn the meeting, Nancy seconded, passed unanimously. Sven adjourned the meeting at 8:48 PM.

**Next Meeting:** March 19<sup>th</sup>, 7 PM, DRML Program Room