

Draft Minutes
DRML Trustee Board Monthly Meeting
April 16, 2026

Attending -

Irene Bihun, Jericho; Pegs Gibson, Underhill; Eric Gildemeister, Underhill; Holly Hall, Library Director; Wayne Howe, Jericho; Nancy Karlson, Jericho; Dana LeBlanc, Underhill; Sharon Lockwood, Jericho; Pam Rice, Jericho; Tracy Barone, Jericho

Recording - Not available due to technical difficulties

Call to Order - The meeting was called to order by Nancy at 7:08 PM

New Board Member – Pam Rice and Tracy Barone introduced themselves and expressed interest in becoming a Trustee representing Jericho on the Board. There is only one vacancy for a term ending in March 2030 and four people have expressed interest. Candidates will be discussed in executive session at the end of this meeting.

Agenda Adjustments – Add approval of the minutes from the April Special Meeting

Policy Review – The Finance Policy was discussed. Last-minute suggested changes have been submitted, and the document needs to be updated before the Board can adopt the policy. Approval and adoption are tabled until the May Board meeting.

Old Business – Nancy will finalize the Trustees' Manual and will place on the Proton Drive for easy access. She will also email the info to the new Board Member

New Business – None

Treasurer's Report – A new bookkeeper has been contracted. Our QuickBooks subscription has been purchased. The cutover between the old and new systems has been started; there is one item that needs to be researched re differences between the old and new systems.

Sharon provided an updated Profit and Loss (P&L) report showing actual expenditures to date. Hoopla and Libby have been popular and we have already spent 88% of the amount budgeted for "Books/AV/Subscriptions"; it was suggested that the P&L detail subscriptions as line items. Mango and Libby are annual fixed costs but Hoopla varies monthly depending on usage and how many Hoopla Flex items have been purchased. Holly will reduce the maximum monthly Hoopla instant checkouts per patron from 10 to 6 to see if it cuts down on cost.

Secretary's Report - Approval of minutes – Sharon moved to accept the March Board minutes as-written, Irene seconded, passed unanimously. Sharon moved to accept the minutes of the Special Board meeting on April 6 as-written, Dana seconded, passed unanimously.

Director's Report – Donna's volunteer appreciation party is April 17th at 6:30; she asks that trustees come and bring food. Expansion drawings have been added to the party for input by attendees.

Holly reported a good month of circulation and patron visits – we are almost back up to pre-COVID levels re the number of patrons coming in.

Holly sent a link to the Vermont Open Meeting Law Training which all Trustees must complete annually - let her know when you have completed:
<https://sos.vermont.gov/municipal-division/open-meetings>

The recent Trustee Training was good and can be viewed at:
<https://my.nicheacademy.com/vtlibwebinars/course/92088?categoryId=22786>

Committee Reports -

Fundraising – A Mystery Play is planned for late October / Early November
Personnel – Wayne will draft a message to our attorney re Personnel Policy Review. Holly says that the Staff Manual needs to be incorporated into the Personnel Policy. Nancy will email the attorney re updates to the Director's Contract.

Building Maintenance – Wayne will work with Holly re maintenance items. Sharon suggests looking into adding a custodian. Currently, we have a contracted cleaning service once per week plus work done by staff and Holly's husband (he will retire when she does.)

Expansion – Irene described the Monday meeting and said that she was impressed with the quality of the meeting – good questions and a good blend of people attending. The fourth meeting is on Saturday, April 17th – Sharon will post a meeting announcement on Jericho's Front Porch Forum and Dana will post on Underhill's. The Expansion sub-committee will identify community group meetings where we can give presentations and get more input to keep the momentum going. Andrea has sent an invitation to the school board to come to DRML at 5:30 before their next meeting on April 27th for a walk through of the library. Give Abbey names and contact info of anyone who has agreed to participate in an interview with Maeve as part of the Fundraising Feasibility Study.

Capital Planning – None

Succession / Hiring new Library Director. Irene moved that we enter 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 was invited to join. Personnel matters were discussed.

Motion to end Executive Session by Wayne, Irene seconded, passed unanimously, session ended at 9:48 PM.

Wayne moved that the Board of Trustees offer Candidate A the position of Library Director for DRML, Dana seconded, passed unanimously. Nancy will notify the candidate. Other candidates will be informed, and a public announcement will be made when appropriate. A Transition Team will be formed to continue the process of bringing on a new Director and providing support; Dana expressed interest in joining the team.

Irene moved that the Board of Trustees appoint Pam Rice as a Jericho Trustee. Nancy seconded, passed unanimously. Sharon will notify Pam and discuss opportunities for the other interested candidates to join sub-committees as community members.

Adjournment – Wayne moved to adjourn the meeting, Eric seconded, passed unanimously. Nancy adjourned the meeting at 9:50 PM.

Next Meetings:

Regular Board Meeting: May 21, 2026, 7 PM, DRML Program Room