

**Draft Minutes**  
**DRML Board of Trustees (BOT) Monthly Meeting**  
*May 21, 2026*

**Attending -**

Linda Almy, Underhill; Irene Bihun, Jericho (remote); Pegs Gibson, Underhill; Eric Gildemeister, Underhill; Holly Hall, Library Director; Abbey Heimlich, Youth Librarian; Wayne Howe, Jericho; Nancy Karlson, Jericho; Dana LeBlanc, Underhill; Sharon Lockwood, Jericho; Pam Rice, Jericho; Kelly DesRoches, Wiemann Lamphere Architects (WLA.)

**Call to Order** - The meeting was called to order by Nancy at 7:01 PM

**Agenda Adjustments** – None

**Comments from the Public** – Kelly DesRoches from WLA gave a Phase 1 wrap-up re the Expansion Project and answered questions re the next Phase. Wayne said that he has heard mostly positive feedback from town residents but that we should wait for the Feasibility Study report from CPGE summarizing community interviews before deciding to spend more money to move to Phase 2 with WLA. The final community interviews were expected to be completed on May 21<sup>st</sup> and the CPGE Report is expected in about one week after that date.

When asked about creating a priority list of building features in case items need to be trimmed to keep costs down, Kelly said that would be more appropriate in Phase 2. As part of Phase 2, WLA would help create an RFP to hire a Construction Manager who would work with WLA during the design phase to keep costs down; the Construction Manager would charge a pre-construction fee and the Manager would be working for DRML. The differences between a Construction Manager and an Owner Representative (for example, Matt Young for the Jericho Town Garage Project) were discussed; an Owner Rep would work outside of the WLA Process.

Kelly will provide a more detailed “fee proposal” for Phase 2. A Construction Manager will phase the project, most work as “open book” meaning they would refund portions of their fee if the project comes in under cost. WLA fee is about 5% of the total project cost and includes construction documents and probably will include civil engineering. The building may need a sprinkler system – Kelly will investigate.

Nancy said that the Gardeners are concerned about when to move the perennials out of the garden – to be determined. A bond vote might happen in the Spring so plants might need to be moved in the fall.

**Policy Review** – Wayne reported that the policies on the DRML website have been organized into logical categories with a standard format. Recent updates to the Finance Policy were reviewed. A motion to accept the updates and adopt the Finance Policy as amended was made by Sharon and seconded by Pegs. The motion passed unanimously. Wayne will assure conformance to the new format standards and Abbey will post on the DRML website.

**Old Business** – Nancy has finalized the Trustees' Manual and will place the file on the Proton Drive for easy access. Proton access was briefly reviewed; Abbey will resend instructions and create a Trustees' Folder.

**New Business** – The agreement between the Jericho Town Library and DRML was briefly discussed. For the current (2019) version, see document 10.3 in the policy section of the DRML website: <https://www.drml.org/about/policies/>  
Please review the above for further discussion at the June BOT meeting.

**Treasurer's Report** – Sharon reported that she has been in contact with the auditor and has provided the requested documentation; the goal is to have the audit completed in July. There have been some glitches moving to the new version of QuickBooks.

**Secretary's Report** - Approval of the April minutes –Spelling: Tracy was corrected to Tracie. Sharon moved to accept the April BOT minutes as amended, Eric seconded, passed unanimously.

**Director's Report** – Donna put together a wonderful volunteer thank you party! Many who attended are still commenting about how much they enjoyed it.

16 ballasts were replaced in the lights on top of the soffit in the fireplace room. The HVAC company came out to show where exactly the filters are for the air handlers.

Two adult programs have ended until the fall. Sunday music was huge this year. Every available chair in the building was used almost every time and we still had a lot of people standing. Seated Tai Chi had a steady core of 6 that attended with up to 10 several times.

The gardeners have started again. The theme of the garden this year is Robert Frost. The tea will feature readings of his poetry. The date for that has not been set yet. In 2018 we had done a Robert Frost poetry walk in Mills Riverside Park so we will be putting that up again.

No one has complained so far about the reduction in monthly Hoopla checkouts.

## **Committee Reports -**

**Fundraising** – Holly and Wayne visited the Book Barn and cleanup/disposal is needed. Holly will document the current procedures re the Book Barn. The possibility of book sales during Farmer’s Market was discussed to pare down the current stock. A Mystery Play is planned for late October / Early November

**Personnel – STAFF APPRECIATION WEEK, Vermont Version** – Trustees signed up to bring treats and express their appreciation to the staff:

**Tuesday, May 26:** Nancy

**Wednesday, May 27:** Dana and Linda

**Thursday, May 28:** Pegs and Sharon

**Friday, May 29:** Wayne

**Saturday, May 30:** Eric

**Building Maintenance** – Holly reported that she is looking for a new cleaning contractor. The possibility of hiring a part-time custodial staff member was discussed.

**Expansion** –see above comments from Kelly. The Expansion committee will meet Monday, June 1 at 1:00 at DRML. Sharon will forward the Bond Bank info to the BOT. An Easel is needed to post the Expansion plans in the library to keep the momentum going,

**Capital Planning** – On Hold

**Succession / Hiring new Library Director:** Mx Abbey Heimlich was hired as the new DRML Director and has signed the employment contract.

An Open House Reception for retiring Director Holly Hall will be held from 12-2 on June 27<sup>th</sup> with light refreshments.

A Welcome reception for new Director Abbey Heimlich and for the incoming Youth Librarian will be held July 11<sup>th</sup> from 10-12.

**Adjournment** – Wayne moved to adjourn the meeting, Sharon seconded, passed unanimously. Nancy adjourned the meeting at 8:55 PM.

**Next Meeting** - Regular Board Meeting: June 18, 2026, 7 PM, DRML Program Room