

**Draft Minutes**  
**Jericho-Underhill Library District Board of Trustees (BOT) Monthly Meeting**  
*June 18, 2026*

**Attending -**

Linda Almy, Underhill; Pegs Gibson, Underhill; Eric Gildemeister, Underhill; Abbey Heimlich, Deborah Rawson Memorial Library Director; Molly McGinty Deborah Rawson Memorial Youth Librarian; Wayne Howe, Jericho; Nancy Karlson, Jericho; Dana LeBlanc, Underhill; Sharon Lockwood, Jericho; Pam Rice, Jericho

**Call to Order** - The meeting was called to order by Nancy at 7:05 PM

**Agenda Adjustments** – None

**Comments from the Public** – Molly McGinty, our new Youth Services Librarian introduced herself and gave a quick summary of her background and experience.

**Policy Review** – Wayne will call the attorney to follow up on Sharon's email of May 3 re review of our Personnel Policy.

**Old Business** – None

**New Business** – None

**Treasurer's Report** – Sharon reviewed her reconciliation work as well as the Profit and Loss Statement for July 1, 2025 – June 30, 2026 and the Statement of Financial Position as of June 30, 2026. She has a few remaining minor issues to resolve before closing the books for Fiscal Year ending June 30, 2026.

**Secretary's Report** – Wayne moved to accept the June minutes, as written, Pam seconded, passed unanimously.

**Director's Report** – The monthly counts were reviewed and discussed. Abbey let the architect know that we are taking a pause on the expansion - Kelly is working on a detailed fee schedule for Phase 2 so that we can determine next steps. Abbey has a list of grant writers and professional fundraisers for potential use and has been uploading data into the Little Green Light donor management database. The need for a library cell phone was discussed.

**Committee Reports -**

**Fundraising** – Wayne reported that the Book Barn \$5/Bag sale on 6/25 was a

success re community engagement and socialization. The next \$5/bag sale will be on August 6 which is Kids Day at Farmers' Market, Irene, Wayne and Linda will staff. September 12 and 19 from 9-2 will be book donation days at the Red Barn, staffing to be determined. Let Abbey know what category signs are needed – she will print on card stock and laminate them. Wayne made new Book Barn Sale signs to replace the old signs. Wayne and Eric discussed a possible run to Shred-Ex the week of Sept. 10.

**Strategic Planning** – Dana reviewed plans for the Community Input Questionnaires – a simple one for the lobby plus longer ones for staff and the public. Dana moved that we extend the end date on the current version of the Strategic Plan to June 30, 2027 while we analyze input from the questionnaires and create the new plan. Eric seconded, passed unanimously. Abbey will update the web version.

**Building** – Kelly has returned the building plans. Wayne will get the septic tank pumped. Wayne described finding the air filter locations and also said that replacement ceiling tiles for the children's area are located in the storage unit.

**Expansion** – Sharon and Abbey talked to the Jericho Town Administrator and asked to be on the Select Board's agenda for August 6<sup>th</sup> to give an expansion update; need a trustee volunteer to go with Abbey. Sharon will also call the Underhill Town Administrator for a similar meeting in Underhill.

**Capital Planning** – On Hold

**Personnel – Executive Session** – Pegs moved to enter Executive Session per 1 V.S.A. § 313(a)(3) which permits public bodies to enter executive session for contract matters. Linda seconded, passed unanimously, Abbey was invited to join. Sharon moved to exit executive session, Dana seconded, passed unanimously. Session exited at 9:26 PM.

**Adjournment** – Linda moved to adjourn the meeting, Dana seconded, passed unanimously. Nancy adjourned the meeting at 9:27 PM.

**Next Meeting** - Regular Board Meeting: August 20, 2026, 7 PM, DRML Program Room