Draft Minutes
Jericho-Underhill Library District Board of Trustees (BOT) Monthly Meeting
August 20, 2026

Attending:
Linda Almy, Underhill; Sharon Lockwood, Jericho; Nancy Karlson, Jericho; Pam Rice, Jericho; Wayne Howe, Jericho; Irene Bihun, Jericho; Abbey Heimlich, Deborah Rawson Memorial Library Director; Kelley DesRoches, Weimann Lamphere Architects

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

Agenda Adjustments – None

Comments from the Public – Kelley, the head of the architects' team, reviewed the Phase Two Fee Breakdown.

Policy Review – Wayne reviewed the Personnel Policy. He reported that there are no major changes; some refining of language needs to be done. Our attorney stressed the importance of every library employee reading the sexual harassment policy.
Sharon made a motion to approve the amended Personnel Policy.
Linda seconded.
Approved unanimously

Branding – Wayne made up bookmarks for distribution. Each one lists 20 things that the Jericho Underhill Library District does.
A recommendation was made to add a vinyl sign to the current one that indicates that this is the Jericho Underhill Library District. It was suggested asking the Friends of the Library if they would pay for the sign.

New Business – Nancy has shared a draft of the annual appeal letter and received positive feedback. It was recommended that the fact that this money goes for the General Operating Budget (perhaps bolding this) and including a sentence indicating that the Capital Campaign Appeal will be coming soon.

Treasurer's Report – Sharon has submitted all that is required for the audit. Sharon reported that she has started on the budget for next year. There was a short discussion about replacing the furniture.

Secretary's Report – Correction – the date need to read June, not July.
Sharon made a motion to accept the amended July minutes.
Wayne seconded.
Accepted unanimously.

Director's Report – Abbey reported that is has been a busy, exhausting month. There were 27 applicants for the Youth Services position and we have hired Milly Stevenson who will start on August 24. We now have a library cell phone, Venmo and a new water cooler! (The water cooler was purchased by the Friends of the Library- a big thank you to them!)

Committee Reports:
Fund raising – The book sale ($5.00/bag) made approximately $225.00. Many books will be left to go to the shredder. There is no charge for this. There was discussion about the need for a truck.
Strategic Planning – Surveys are rolling in; spread the word about filling them out.
Building – Wayne had the septic system and the boiler inspected and the feedback was good on both. Wayne is developing a grid of all of the maintenance tasks with a spot for a date and check off when done to help keep track of these things.

Expansion Committee – Sharon handed out minutes from the meeting and explained discussion items.
Capital Planning – Nancy is locating the chart.
Personnel – Sharon made the motion that we move to Executive Session per 1 V.S.A 313 (a)(3) which permits public bodies to enter executive session for contract matters.
Nancy seconded.
Approved unanimously.

Wayne made a motion to adjourn at 9:46.
Pam seconded.
Approved unanimously.