Minutes
DRML Board of Trustees (BOT) Monthly Meeting
September 17, 2026

Attending - Pegs Gibson, Underhill; Abbey Heimlich, Deborah Rawson Memorial Library Director; Wayne Howe, Jericho; Nancy Karlson, Jericho; Dana LeBlanc, Underhill (remote); Sharon Lockwood, Jericho; Pam Rice, Jericho

Call to Order - The meeting was called to order by Nancy at 7:06 PM

Agenda Adjustments – None

Comments from the Public – None

Policy Review – None

Old Business – The current draft of the Annual Appeal Letter was reviewed; a suggestion was made to replace "place" with "space". Abbey will send out another draft this week.

New Business – None

Treasurer's Report – The auditor has been working with Sharon and Abbey. Sharon had a productive conversation with an IRS representative, and a refund of our overpayment should be received in 4 to 6 weeks. Within QuickBooks, the "CEO" role needs to be updated from the former bookkeeper's email to the library's qbadmin email. A conversation with the Secretary of State's office indicated that the old bookkeeper is listed as the Power of Attorney for the library and that name needs to be removed or updated. In July, there were several larger expenses than usual (Hoopla, Holly's exit, extra payroll in July, etc.) but that will even out in the months ahead. The August reconciliations worked out well. Sharon and Abbey are currently working on the Budget to present at the October Board of Trustees' meeting and ask that we review and consider the options for raises and capital / maintenance.

Secretary's Report – Corrections to the August Minutes: there were 12 applicants for the Youth Services position (not 27) and Milly spells her last name with a ph, not a v. Add that the septic tank was pumped (capacity of 1000 gallons.) Sharon moved to accept the August minutes, as amended. Wayne seconded, passed unanimously.

Director's Report – Abbey will review Hoopla usage and see if the balance of charges to the youth budget vs. the adult budget need adjustment. Staff have all signed the new Personnel Policy and their folders have been updated. Abbey is working with the

Friends of the Library about the purchase of a possible backpack storage unit and maybe a DVD player for the Library of Things. The Bear Program was very popular and will be repeated.

A Welcome Party for Milly Stephenson has been scheduled for October 24th from 10 until noon with light refreshments. Sharon will bring some mini muffin platters. Volunteers are still needed for our table at the October 17th Jericho Community Open House – see Abbey to volunteer. Wayne will send Dana open slots for the Harvest Market Book Barn. Let Abbey know if you would like to represent the Library in the Harvest Market Parade.

Committee Reports:

Fundraising – Donated Raffle Baskets need to be in by the end of October and will be on display from the beginning of November through the first Sunday in December. We have room to display about 15 Baskets. Pegs will contact the Bone Builders group and will email Connie re Snowflake Chocolates. Abbey will reach out to Ellen and Barbara to see if they are interested in donating again (OGE, Coffee.) Let Abbey know as plans for baskets are confirmed. The Mystery Play will be scheduled for January or February and the Spring Social will likely be in March.

Building Maintenance – The septic tank was pumped and the boiler certified. Abbey will contact an electrician about intermittent lighting issues. Wayne will try to find out if the HVAC system is tied into the alarm system so that notifications would automatically go out if the HVAC system goes down. There is a small amount of rot in the back of the building that will be fixed.

Strategic Planning – Dana reported that about 66 surveys have come in so far. The electronic survey collection system is working well and Dana is entering paper replies into an Excel spreadsheet so that they can eventually be uploaded to the system to be included in analysis, charting, etc. The staff have been given their own version of the survey, due to Dana, by Friday. Survey collection will likely continue until the end of the year.

Expansion – There is a sub-committee meeting on Monday, Sept. 21. Submit your comments and ideas about changes via email. A donor dinner is planned for early November at the Library.

Capital Planning – Nancy and Sharon will work together to update the list and determine amounts for the budget.

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. Sharon seconded, passed unanimously, Abbey was invited to join. Executive session entered at 8:17 PM. Sharon moved to exit executive session, Pegs seconded, passed unanimously. Session exited at 9:10 PM.

Adjournment – Sharon moved to adjourn the meeting, Pam seconded, passed unanimously. Nancy adjourned the meeting at 9:11 PM.

Next Meeting - Regular Board Meeting: October 15, 2026, probably at 6 PM instead of 7, in the DRML Program Room