

Draft Minutes
DRML Trustee Board Monthly Meeting
March 2026

Attending -

Linda Almy, Underhill, remote; Irene Bihun, Jericho; Pegs Gibson, Underhill; Holly Hall, Library Director; Wayne Howe, Jericho; Nancy Karlson, Jericho; Dana LeBlanc, Underhill; Sharon Lockwood, Jericho

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

New Board Member – three Jericho residents expressed interest in the vacant seat and Holly has given them info; one hasn't responded so we will invite the other two to our next meeting to interview them for the four-year term.

Election of Board of Trustees (BOT) officers for the year - the proposed slate:

Chair – Nancy Karlson

Vice Chair – Irene Bihun

Treasurer – Sharon Lockwood

Secretary – Pegs Gibson

Sharon moved to elect the slate of officers, and Wayne seconded. Passed unanimously.

Agenda Adjustments – add bookkeeper update under Treasurer's report, add Strategic Plan and Trustee Manual under Old Business, add calendar under Expansion section.

Comments from the Public - None

Policy Review – Holly contacted the VLCT recommended attorney re reviewing the Personnel Policy, but they haven't replied. Let's use our regular attorney. Holly says that the Personnel Policy and the Staff Handbook need to be combined. Wayne asked that we review and comment on the email that Eric sent regarding policy work; Dana forwarded Eric's email to everyone. We may want to wait until the new director is in place in case they want to make changes.

Put "Adopt Financial Policy" on next agenda – Sharon has drafted and sent for our review; Irene will clean up a few minor things that she noted.

Old Business – Nancy will email an updated draft of the Trustees' Manual for review; return comments to her. Nancy will finalize and make a place on Proton for easy access. The Strategic Plan currently has an end date of 2025 – we will all review prior to our June meeting and finalize updates then. Sharon moved to extend the current Plan's end date to June 2026, Pegs seconded. Passed unanimously.

New Business – Committee assignments

Fundraising – Irene, Pegs, Linda, Sharon

Book Barn – Wayne, Dana, Linda (Holly will document the Book Barn process)

Personnel & Policy – Wayne, Eric

Strategic Planning – Dana, new Jericho trustee

Capital Planning – on hold until Expansion is determined

Building Maintenance – Irene, Wayne, Eric?

Secretary's Report -

Approval of February minutes – Wayne moved to accept the minutes as-written, Sharon seconded, passed unanimously.

Treasurer's Report – A new bookkeeper / contractor is about to be hired. Sharon will sign the contract. Need to buy our own QuickBooks subscription. Next step is to start doing the cutover between the old and new systems.

Director's Report – Two thermostats were replaced and are now under our control; the other two are still under control of the phantom cellphone and can't be replaced – will deal with as part of the expansion project.

A plumber fixed the leaky toilet and unstuck the sump pump's float so that it is working again.

The annual Jessie Rawson Fund check has been received from the Vermont Community Foundation, \$24,226.00.

Kelly is meeting with the cost estimator on Monday to update the cost estimates, hopefully charging less than \$5000 for his service.

Donna's volunteer party is April 17th, she asks that trustees come and bring food and a sign-up sheet was passed around. Expansion drawings to be added to the party for their input.

Committee Reports -

Fundraising – Holly suggests that we change the name of the Wine and Dessert Night to something like A Library Social next year to reflect the variety of food and beverages offered,

Building Maintenance – None

Expansion – Sharon shared the calendar and dates for the 4 upcoming community meetings – advertisement coming soon. Pegs and Irene will announce at Bone Builders Friday and Monday since the March 30 meeting is so soon.

Capital Planning – None

Personnel – Succession / Hiring new Library Director. Pegs 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. Sharon seconded, passed unanimously. Holly was invited to join.

Motion to end Executive Session by Pegs, Irene seconded, passed unanimously, session ended at 9:32 PM.

Adjournment – Sharon moved to adjourn the meeting, Irene seconded, passed unanimously. Nancy adjourned the meeting at 9:33 PM.

Next Meetings:

Special Board Meeting: April 6, 6 PM DRML – Executive Session – interviews

Regular Board Meeting: April 16th, 7 PM, DRML Program Room