

**Draft DRML BOARD OF TRUSTEES**  
**MINUTES**  
April 17, 2025

**Present:** Irene Bihun, Jericho; Pegs Gibson, Underhill; Eric Gildermeister, Underhill; Holly Hall, Library Director; Wayne Howe, Jericho; Nancy Karlson, Jericho; Sven Lindholm, Jericho; Sharon Lockwood, Jericho

**Call to Order** - The Meeting was called to order at 7:04 PM by Sven

**Agenda Adjustments** - None

**Comments from the Public** - None

**Policy Review:**

- We will review the Collections Development Policy at the next meeting; Holly indicated that changes are needed in light of updates to state law.
- Wayne suggested that we reorder some of the policies posted on the library website for ease of succession transition.

**Old Business:**

- The Trustee Training Webinar was briefly discussed. A recording is posted on Niche Academy
- Nancy developed a proposed list of items and links that should be in our Trustee Manuals and additions were suggested

**New Business** - None

**Treasurer's Report:**

- Nothing new since last month's updates

**Secretary's Report:**

- Minor typos were corrected. Nancy moved to accept the Minutes from the March Trustee meeting, as amended, and Irene seconded. Passed.

**Director's Report:**

- Abbey has gotten an estimate for automatic door openers for the four doors (~\$11,000) and has requested a second quote without the patio door to reduce the cost.
- An Underhill resident discussed an upcoming large donation with Holly
- Holly is getting an estimate for replacement of the carpet tiles. The library will need to close during the installation, but curbside pickup will be available.

**Committee Reports:**

- **Fund Raising**
  - Another mystery play will take place in the fall
  - Irene will check the conditions in the Red Barn; plans for Book Barn sales will be discussed at future meetings.

- **Personnel**
  - Barb and Wayne met with Holly and Abbey to discuss employee classifications and pay grids; they plan to meet again soon
  - Wayne discussed the Richmond town employee classification grid as a benchmark / reference
- **Capital Planning**
- **Building**
  - The current expansion justification / Narrative pdf was displayed and discussed
  - Sven will write a cover letter on letterhead and send the RFP to the updated list of 6 architects.

**Adjournment:**

Pegs moved to adjourn the meeting, second by Sharon, passed. Sven adjourned the meeting at 8:18 PM