

KELLOGG-HUBBARD LIBRARY

Established 1894

135 Main Street, Montpelier, VT 05602

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KHL Board Development Committee Meeting Minutes

Thursday, February 23, 2023, 9:00 AM

Via Zoom

1. Walke called the meeting to Order at 9:03 am. Committee chair Judy Walke, trustees Edisa Muller and Jeff Dean and library co-director Carolyn Brennan present. Co-director Jessie Lynn absent.
2. Agenda approved by consent.
3. Motion for approval of Minutes of Nov. 7 made by Muller with second from Walke. Motion carried with Dean abstaining. Motion for approval of Feb. 9 Meetings made by Dean with second from Walke. Motion carried with Muller abstaining. No discussion.
4. Brennan gave an overview of the *Board Development Manual* and its revision history. The committee discussed revisions to the trustee job description and the trustee application. Muller made a motion to send the trustee job description as amended to the full board for approval at the March meeting. Seconded by Dean; motion carried unanimously. Brennan will send the committee the Trustee Job Description and trustee application with the edits made during the meeting.
5. The committee made a plan for edits to the Trustee Nomination and Orientation sections of the manual, to be completed by March 16th.
6. The committee tentatively set its next meetings for either March 22nd or 29th at 9 am and April 20th at 9 am.
7. The committee reviewed preparations for next meeting and discussed the delivery format for further edits to the board development committee manual.
8. No other business
9. Adjourned 10:15 am