

**KELLOGG-HUBBARD LIBRARY**

Established 1894

135 Main Street, Montpelier, VT 05602

802-223-3338 [www.kellogghubbard.org](http://www.kellogghubbard.org)

**Board of Trustees**

Bridget Asay, President; Judy Walke, Vice President;  
Sue Zeller, Vice President; Tim Donovan, Treasurer; Sarah Seidman, Secretary;  
Sarah Davis; Jeff Dean; Craig Durham; Dan Greene;  
Edisa Gonzalez Revilla Muller; Tai Nixa Peterson; Sarah Swift.

**Executive Committees Minutes**

**Thursday, July 20, 2023, 11:45 A.M.**

**Zoom meeting**

Trustees: Present: Bridget Asay, Judy Walke, Sue Zeller, and Tim Donovan

Absent: Sarah Seidman

Guests: Dan Groberg – KLH Executive Director

ITEM	DESCRIPTION
1.0	Call to Order at 11:18 AM
2.0	Agenda amended to include discussion about proxy votes – approved by consent.
3.0	MOTION: Approve the Minutes of the 7/14/23 EC Meeting: 1 <sup>st</sup> Sue, 2 <sup>nd</sup> Tim; Bridget abstained, Approved by 3
4.0	FLOOD UDATE: Dan provided a detailed update on flood mitigation. Basement cleanup, help from more than 140 volunteers, ServePro clean up, environmental company to remove oi; and oil tank, work to done to repair sprinkler system, visit by elevator company rep, city inspector, electrician, and GC project manager and supervisor visit (HP Cummings (HPC)),
	GENERAL CONTRACTOR: HP Cummings (HPC) assigned as PM someone than Dan knows personally, Dan has assured the EC he will notify EC of any decisions he and the PM may make which may be construed as a conflict prior to execution of said decision(s). The GC will prepare a presentation of the budget for the renovations to the EC next week. Bridget will notify the full Board and invite any Trustee to attend. The meeting may be by Zoom or in person at KLH – TBD. Dan has been asked to sign a pre-construction agreement which will be under \$20k.
	FEMA – Dan is filing a FEMA application. However, it is his understanding that FEMA requires KLH to file for a SBA loan and FEMA would only cover thos3e costs not covered by flood insurance and SBA loan, or if SBA loan was turned down.

	FUNDRAISING: Dan reported we have received about \$50k in donations so far. He will continue fundraising for the recovery.
	LIBRARY SERVICES: WE have implemented the curbside and concierge services used during COVID this week. Carolyn reported we have served over 100 patrons already. Staff are working their full hours. Some are working at home. Others are in-house handling the curbside and other library services.
	BUILDING SERVICES: GMP set up temporary electrical panel outside and under a tent, until such time as a new electrical panel can be installed on the 1 <sup>st</sup> floor (rather than the basement). In addition to the panel, the plan is to relocate as many building services to the 1st floor, including but not limited to building controls, elevator controls, computer hub, etc.
	The group discussed the future plans for basement fit up. All agreed wood furniture, wallboard, shelving will be non-wood and be as needed only.
	Next scheduled EC meeting is 8/11/23, although a special meeting will be scheduled for next week for the GC budget presentation.
	Adjourned by consent at 12:00 Noon.

By: Sue Zeller, 2<sup>nd</sup> VP

CC: Dan and Committee members