

KELLOGG-HUBBARD LIBRARY

Established 1894

135 Main Street, Montpelier, VT 05602

802-223-3338 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; Craig Durham; Dan Greene; Dan Groberg;
Craig Line; Jennifer Myka; Tai Nixa Peterson; Graham Sherriff.

**KELLOGG-HUBBARD LIBRARY BOARD OF TRUSTEES MINUTES
Wednesday June 15, 2022 Virtual Meeting via Zoom**

1. Called to order at 5:05 p.m. by Bridget Asay (President). Present: Judy Walke (VP), Sue Zeller (2nd VP), Sarah Seidman (Sec.), Dan Greene, Tai Nixa Peterson, Craig Durham, Dan Groberg, Craig Line, Graham Sherriff, Co-Directors Carolyn Brennan and Jessie Lynn, Development Coordinator Colleen Beamish. Absent: Tim Donovan, Jennifer Myka, Sarah Davis.
2. Agenda approved by consent.
3. Zeller moved and Durham seconded approval of minutes of 5-18-22 and 6-6-22. Motion carried. Groberg abstained from 5-18-22 approval due to absence.
4. The co-directors' reports were made in written form. Brennan noted that the Assistant Circulation Librarian position and the Head Adult Librarian position have been filled.
6. Brennan reported on the strategic planning group's plans to convene a post-retreat meeting at the end of June to create draft goals. Board Chair Asay and Co-Director Lynn will be invited.
7. Line moved and Walke seconded a motion to go into executive session to discuss a contract and personnel matter. Motion carried and the Board went into executive session at 5:11 p.m. The Board came out of executive session at 5:17 p.m.
8. Zeller moved and Line seconded a motion that the Board of Trustees approve the proposed co-directors' contracts for FY23. Motion carried unanimously.
9. Committee Reports:

Executive Committee: Durham moved and Walke seconded a motion to make minor changes to non-profit director's job description. Motion carried.

Board Development Committee: Walke said the committee has opened the application process for a Montpelier trustee to replace Graham Sherriff. She and Line will be contacting trustees individually to get their input on how to invite a more diverse Board.

Walke moved and Seidman seconded a motion to have the Board approve the new trustee job description for prospective candidates. Motion carried.

Walke moved and Seidman seconded a motion to dissolve three 2017 Board procedural documents that the new job description replaces. Motion carried.

Finance Committee: In Donovan's absence, Lynn reminded the Board that the line of credit will not be renewed now that a fully funded cash flow reserve will be in place at the close of the fiscal year.

Fund Development Committee: Peterson noted a change in format for the FY23 fundraising plan to make it clearer and shorter. Beamish was thanked for her work. Walke reminded trustees that fundraising is part of all Board members' roles. FY23 Fundraising Goals include:

1. Increasing sustainable funding through more monthly donors, developing a planned giving framework, using a more intentional stewardship of major donors.
2. Aligning KH values and business sponsors' needs and wishes
3. Planning a fall "friend-raising" event.

10. Asay thanked Sherriff for his service on the Board. She noted that there is no July or August Board meeting but reminded trustees to be involved in the July 3 parade.

11. Please note the next meeting will be IN PERSON, at the library, Sept. 21, 5 p.m. Childcare will be available. Asay hopes to schedule an informal social event at her home sometime this summer.

12. The meeting adjourned at 5:45 p.m.

Respectfully, Sarah Seidman, Secretary