

**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; Craig Durham; Dan Greene; Dan Groberg;  
Craig Line; Jennifer Myka; Tai Nixa Peterson; Edisa Gonzalez Revilla Muller.

**KELLOGG-HUBBARD LIBRARY BOARD OF TRUSTEES MINUTES  
Wednesday, November 16, 2022 via Zoom**

1. Called to order at 5:06 p.m. by Bridget Asay (President). Present: Judy Walke (VP), Sue Zeller (2nd VP), Sarah Seidman (Sec.), Tim Donovan (Treas.), Craig Durham, Craig Line, Jennifer Myka, Sarah Davis, Edisa G. Revilla Muller, Dan Greene, Tai Nixa Peterson, Co-directors Carolyn Brennan and Jessie Lynn. Absent: Dan Groberg.
2. Agenda amended to include approving the selection of one E. Mplr trustee, one Calais trustee and one Montpelier trustee to the Board in January, 2023. The agenda was approved as amended.
3. Zeller moved and Walke seconded approval of the minutes of the 10-19-22 Board meeting. Motion carried.
4. Co-directors' reports were made in written form. Brennan noted that all Middlesex petitions for town funding are in, and about half of the petitions for Worcester. One of two giant TV screens have been installed in the Hayes room. The library has received an extra 928 free covid test kits.
5. The Board discussed the strategic plan in depth, with committee chairs noting areas under each of the three goals where their committee could be useful. Fund Development Chair Peterson urged a close alliance with the Finance committee to make sure these emerging priorities are budgeted and funded. Board Development Chair Walke said training opportunities will help all Board members serve as well-informed and respectful library ambassadors. Lynn noted that there are four major initiatives with hefty budgetary implications in the strategic plan and it's unlikely all four will be achievable within three years. Asay recommended ranking the priorities and make useful progress toward each goal even if completion extends beyond the prescribed timeline. The Board will continue to review the plan periodically.
6. Asay recognized nine years of Board service by Craig Line and three years by Jennifer Myka and thanked them for their dedication to the library. Line said it has been an honor and privilege to serve and that the library is in a far more stable and secure position than when he first joined.

7. Walke moved and Myka seconded a motion to approve the selection of Sarah Swift as the new East Montpelier trustee, to be elected at the in-person January 2023 Board meeting. Motion carried.

8. Line moved and Walke seconded a motion to approve the selection of Jeff Dean as the new Calais trustee candidate, to be elected at the in-person January 2023 Board meeting. Motion carried.

9. Zeller moved and Myka seconded a motion to approve the selection of Ed Fox to serve a three-year term as the new Montpelier trustee, to be elected at the in-person January 2023 Board meeting. Motion carried.

10. Walke said it's library policy to assign each incoming trustee a "buddy" to help with their transition to the Board. Those willing to serve should contact her. Asay again thanked the Board Development committee for their time and hard work in surveying and interviewing candidates.

11. Zeller moved and Craig Line seconded a motion to approve updates to the Records Retention policy. After careful study by the group, Donovan moved to amend Zeller's motion (seconded by Line) in order to approve the policy with four language/timing changes. The amendment carried and the policy was approved.

12. Asay noted upcoming events like the library on-line auction, which opens 11-25, and the book sale fill-a-bag sale Dec. 2 and 3. She reminded members that there is no December Board meeting and that the January 18 meeting will be in person at the library at 5 p.m.

The meeting adjourned at 6:17 p.m.

Respectfully, Sarah Seidman, Secretary