

KELLOGG-HUBBARD LIBRARY

Established 1894

135 Main Street, Montpelier, VT 05602

802-223-3338 www.kellogghubbard.org

Board of Trustees

Bridget Asay, Board 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.

Executive Committee Meeting

Tuesday, Nov. 8, 2022

1. The meeting was called to order at 12 noon via Zoom. On the call: Bridget Asay (Board President), Judy Warriner Walke (Vice-President), Sue Zeller (Vice-President), Tim Donovan (Treasurer), Jessie Lynn and Carolyn Brennan (Staff), Sarah Seidman, Secretary

2. Agenda approved. Minutes of 10-11-22 meeting were approved. Zeller moved and Donovan seconded.

3. Co-directors report:

Brennan said town funding outreach is going as planned. Prior to union negotiations, the staff and pay working group is doing an internal survey as well as data-gathering from similar libraries in the region regarding staffing levels and pay scales. She noted that new masking recommendations are being considered for the library this winter.

Lynn said the planned closing of School St. for one month in mid-November to replace a water main will affect library traffic and may necessitate unexpected library closures. The new covid variants informed the decision not to hold any big events at the library this winter. Lynn will take three weeks off in January for an intensive course and will have detailed plans in place to cover her absence.

4. Asay noted that it's time to begin the co-directors' evaluation process, and this year it will be a more detailed review including external stakeholders. Asay and Seidman will head up this effort.

5. Board committee reports:

Board Development. Walke reported that the committee has interviewed candidates and will propose electing one new trustee from Calais, one new trustee from East Montpelier and two new trustees from Montpelier at the November meeting.

Policy Committee: The committee will propose a motion to approve updates to the Records Retention policy at the full Board meeting Nov. 16.

Finance committee: no report

Fund development committee: Peterson will report on the fall fundraising appeal and how to align its work with the strategic plan.

6. The agenda for the November 16 full Board meeting was reviewed and approved.

The meeting adjourned at 1:05 p.m.

Respectfully submitted, Sarah Seidman, Secretary