

**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; Graham Sherriff.

**KELLOGG-HUBBARD BOARD OF TRUSTEES MINUTES  
Wednesday May 18, 2022 Virtual Meeting via Zoom**

1. Called to order at 5:02 p.m. by Bridget Asay (President). Present: Judy Walke (VP), Sue Zeller (2<sup>nd</sup> VP), Tim Donovan (Treas.) Sarah Seidman (Sec.), Dan Greene, Tai Nixa Peterson, Craig Durham, Jennifer Myka, Sarah Davis, Craig Line, Graham Sherriff, Co-Directors Carolyn Brennan and Jessie Lynn, Development Coordinator Colleen Beamish. Absent: Dan Groberg
2. Agenda approved by consent.
3. Zeller moved and Line seconded approval of minutes of 4-20-22. Motion carried. Sherriff abstained.
4. Beamish reviewed the spring fundraising appeal. 500 letters will be sent to active donors, and emails will go out to many more. The focus of the appeal is on the value of the library's dedicated staff.
5. The Co-directors' reports were made in written form. Brennan noted that the Assistant Circulation Librarian position has been filled and the new staffer will start next TH. Interviews are underway for the Head Adult Librarian position.
6. Brennan reported on the strategic planning group meeting 4-29-22. The agenda for the June 6 retreat at The Social, from 9-4:30 p.m., has been finalized and there will be many opportunities at and after the retreat for trustee feedback and input.
7. Zeller moved and Donovan 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 5:15 p.m. The Board came out of executive session at 5:45 p.m.
8. Donovan moved and Walke seconded a motion that the Board of Trustees award a \$2,000 one-time bonus to all regular library staff who are employed during the pay period ending May 28. The bonus would be pro-rated for staff working less than 35 hours/week. Motion carried.
9. Committee Reports:

Executive Committee: Asay said she and Zeller are processing the co-director evaluation forms. A plan is underway to provide childcare during the first in-person Board meeting in September.

Board Development committee: Walke said the committee is ready to open the application process for a Montpelier trustee to replace Graham Sherriff. Trustee input is welcomed.

Finance Committee: The proposed FY23 budget of \$1,012,289 includes the increases from member towns. While unrestricted contributions were elevated this year at almost \$180,000, the committee's conservative approach will reduce that figure to \$136,000 in order to better reflect a longer-term average of such contributions. Donovan moved and Zeller seconded a motion to approve the FY23 budget. Motion carried. Asay thanked the committee for their work in preparing the budget recommendation.

10. The next meeting will be Wednesday June 15 at 5 p.m. The meeting adjourned at 6:10 p.m.

Respectfully, Sarah Seidman, Secretary