

KELLOGG-HUBBARD LIBRARY

Established 1894

135 Main Street, Montpelier, VT 05602

802-223-3338 www.kellogghubbard.org

Board of Trustees

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Executive Committee Meeting Tuesday May 10, 2022

The Executive Committee of the Kellogg-Hubbard Library met remotely (via zoom) on 5-10-22 at 12:02 p.m. On the call were: Bridget Asay (Board President), Judy Warriner Walke (VP), Sue Zeller (VP), Tim Donovan (Treasurer), Sarah Seidman (Secretary), Jessie Lynn and Carolyn Brennan (KH Co-Directors). The agenda was approved. Walke moved and Zeller seconded approval of the minutes of the 4-12-22 meeting. Motion carried, Zeller abstained.

Co-directors' report:

Lynn reported that she's finalizing the contract with a consultant to work May-August on DEI issues around hiring practices and other HR matters. The elevator sump pump failed and the library will try to get it replaced under warranty. The fire alarm panel is being updated at an estimated cost of \$7600. The contact list for Board members will be posted to the Board portal on the website.

Brennan is navigating several staff changes: Assistant Circulation Librarian Kate Donley left in April and Head Circulation Librarian Steve Picazio is leaving mid-May. There are some title changes as Brennan hires new employees. Jason Kass will start as Facilities Coordinator on June 1st, 20 hrs/week. Many patrons are now asking for help with LIBBY and other technology issues.

She also noted that summer reading programs will be held in member communities, and KH will partner with the Sustainable Montpelier Coalition and Local Motion for an e-bike lending program based at the library from June through October. The Board retreat on June 6 will be from 9 a.m.-4:30 p.m. After that, an important Strategic Planning group meeting including Asay and Lynn will be held to begin to draft the KH vision and goals for the next 1-3 years.

Committee reports: The Board Development committee has Board openings but Walke as Chair said they are reflecting on how best to move forward with a strong DEI lens. The Fund Development committee is working on the spring fundraising appeal. The focus is on staff and new Development Coordinator Colleen Beamish will write the appeal letter. Finance Committee Chair Donovan presented the committee's recommended FY23 budget to the group. It's

conservative and conscious of the need to hold back some income for future uncertainties, including district heating costs, a new round of union contract negotiations this fall, and the financial commitments required by the new strategic plan.

Zeller moved and Walke seconded a motion to include the co-directors in the scheduled executive session to discuss a contract matter. Motion carried. The committee went into executive session at 12:45 p.m. The committee came out of executive session at 1:11 p.m.

The draft agenda for the full Board meeting on 5-18-22 was reviewed, and the meeting adjourned at 1:15 p.m.

Respectfully, Sarah Seidman, Secretary