

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; Edisa Gonzalez Revilla Muller.

KELLOGG-HUBBARD LIBRARY BOARD OF TRUSTEES MINUTES

Wednesday, October 19, 2022 via Zoom

1. Called to order at 5:02 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 Groberg, Dan Greene, Tai Nixa Peterson, Co-directors Carolyn Brennan and Jessie Lynn, E. Montpelier guest Steve Belitsos.
2. Agenda amended to include appointing Revilla Muller to the Board Development committee and to add Other Business. Donovan moved and Craig Line seconded; motion to approve amended agenda carried.
3. Zeller moved and Craig Durham seconded approval of the minutes of the 9-21-22 Board meeting. Craig Line proposed correcting a sentence that should read “five surrounding towns”, not six. Line also asked about recording members’ names on non-unanimous votes. Asay said only a request for a roll call vote triggers names being recorded. Zeller and Durham moved to approve minutes as amended. Motion carried.
4. Co-directors’ reports were made in written form. Brennan gave the group an illuminating overview of how staff handles patron needs at the library. While they rely heavily on our detailed policies and procedures for library use and conduct by patrons, the library now fills many gaps in social services. Brennan said a grant possibility may allow the library to have a social worker on site on a regular basis. The biggest need is for more training in “tricky situations” of mental health. Bringing in outside consultants is a costly but effective avenue for additional staff training.
5. Walke moved and Dan Groberg seconded a motion to approve the executive committee’s recommendation to have Revilla Muller join the Board Development committee. Motion carried.
6. Zeller moved and Seidman seconded the finance committee’s motion to approve the FY22 financial statements. Lynn noted that all major liabilities have now been paid off. Motion carried.

7. Zeller moved and Greene seconded a motion to approve the FY22 carry-forward of \$34,714 to the cash flow reserve fund, along with \$6,403 of additional funds from subsequent years reserve. The library now has two months of operating expenses in this fund, a total of \$150,000. Treasurer Donovan noted that the fact that all reserve funds are now fully funded is an indication of good stewardship and conservative planning. Motion carried.

8. Groberg moved and Durham seconded a motion to approve the FY22 990 forms required annually by the federal government and prepared by our accountants. Motion carried with Revilla Muller abstaining.

9. The group reviewed the first quarter FY23 financials. The library is on track but the second quarter will be more predictive after the fall fundraising campaign is complete.

10. Asay noted that the fall appeal letter should be out by the end of October. Donations are needed for the online-auction. Committees should be prepared for the Wednesday, November 16 full Board meeting (via Zoom) which will focus on ways each group can become aligned with the implementation of the strategic plan.

11. Under other business, Line re-raised the issue of Berlin's contributions to the library budget. He also asked about the Evening at the Library. Lynn reported that the event will not be held this year due to continuing concerns about Covid. She said the fundraising committee and development director are discussing new ways to engage the community and raise money.

12. Asay 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 6:18 p.m.

Respectfully, Sarah Seidman, Secretary