

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;
Dan Groberg, Vice-President; Tim Donovan, Treasurer; Sarah Seidman, Secretary;
Sarah Davis; Jeff Dean; Craig Durham; Ed Fox; Dan Greene;
Edisa Gonzalez Revilla Muller; Tai Nixa Peterson; Sarah Swift; Sue Zeller

**Executive Committee Meeting
Tuesday, February 7, 2023**

The meeting was called to order at 11:45 a.m. via Zoom. On the call: Bridget Asay (Board President), Judy Warriner Walke (Vice-President), Dan Groberg (Vice-President), Tim Donovan (Treasurer), Sarah Seidman (Secretary), Jessie Lynn and Carolyn Brennan (Co-directors).

Agenda approved. Minutes of the 1-10-23 meeting were approved. Donovan moved and Seidman seconded. Groberg abstained.

Co-directors reports:

Brennan said Poem City this year will include a published anthology of all submitted poems. Town meeting outreach will include postcards to all active voters in the five towns as well as FPF posts. Under her guidance, a new phone system will be installed this year to address issues with the aging phone system. She reviewed the staff/salary group report and recommendations, and Asay said the entire report will be shared with the full Board. Donovan asked that the KH be added to Appendix 6 for comparison purposes with peer libraries, and Groberg asked for a column comparing total budgets of peer libraries.

Lynn reported the budget for FY24 is under construction and will be presented to the finance committee in March as a draft pending contract negotiations. The elevator contract had to be terminated, and a new local company has been hired to complete proper maintenance. She has met with consultant Christine Graham. As part of the scheduled Fundraising Committee training in April, Graham will make a presentation to the full Board on planning for a long-term fundraising campaign. Lynn will report on the GLL campaign projects awaiting completion in March.

Asay reviewed the agenda for the full Board meeting Feb.15, 5 p.m. She will review use of Robert's Rules of Order, which govern the Board meeting process, for all trustees. Action items will include a vote to appoint new members to committees. Board committee reports, including committee goals for 2023, will be presented in written form. Finance Chair Donovan will present 2nd quarter financials as part of his 20-minute financial primer for trustees at the February meeting.

Donovan moved and Seidman seconded a motion to hold an executive session for a contract matter where a finding of premature disclosure would disadvantage the library. Motion carried. Donovan moved and Groberg seconded a motion to go into executive session with trustees only. Motion carried. The group went into executive session at 12:30 p.m. Walke moved and Seidman seconded a motion to come out of executive session at 12:59 p.m.

The meeting adjourned at 1 p.m.

Respectfully submitted, Sarah Seidman, Secretary