

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;
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**Executive Committee Meeting
Tuesday, October 11 2022**

1. Meeting called to order at 12:02 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.
3. Minutes of 9-16-22 meeting were approved. Sue moved and Tim seconded.
4. Co-directors report:
Carolyn said October is when she will initiate the procedures for town funding in 2023. The staff held an in-service meeting with someone from the Peace and Justice center and they will give a report at the full Board meeting. She said the staff is creating a scavenger hunt at the library for patrons and visitors looking for a fun rainy-day activity in Montpelier. Jessie noted that she has had to terminate the employment of the present custodian as of Oct. 22 and has hired a new team to begin at that time. She noted that health insurance for the staff will increase by 12.76% next year. She summarized financial documents to be presented at the full Board meeting.
5. Board committee reports: Board Development. Judy reported that the trustee positions in Calais and East Montpelier have been advertised and there are some candidates. The committee would still appreciate new diversity on the Board.
 - a. Policy Committee: No report.
 - b. Finance committee: Tim said the committee will meet TH and present three financial action items at the Oct. 19 Board meeting.
 - c. Fund development committee: Jessie noted that the group will meet tomorrow to review the Frieze event at the library. The fall appeal letter will go out before the end of October with follow-up as appropriate.
6. The EC spent time discussing the strategic plan and how best to coordinate, prioritize and implement its findings with responsibilities shared by staff, standing committees and the

full Board. Bridget emphasized that budgetary consequences for each action item must be considered.

7. The agenda for the 10-19 full Board meeting was reviewed and approved.
8. The meeting adjourned at 12:50 p.m.
9. Respectfully submitted, Sarah Seidman, Secretary