

**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; Jeff Dean; Craig Durham; Dan Greene; Donna Lasick;  
Edisa Gonzalez Revilla Muller; Heidi Parker; Tai Nixa Peterson; Sarah Swift

**KELLOGG-HUBBARD LIBRARY  
BOARD OF TRUSTEES MEETING**

Wednesday, Sept. 20, 2023  
Hayes Room, KH library, in person

1. Called to order at 5:02 p.m. by Bridget Asay (President). Present:, Judy Walke (1<sup>st</sup> VP), Sarah Seidman (Sec.), Tim Donovan (Treas.), Sarah Swift, Jeff Dean, Dan Greene, Sue Zeller (2<sup>nd</sup> VP) Tai Nixa Peterson, Edisa Revilla Muller, Heidi Parker, Executive Director Dan Groberg, staff member Nicole Westbaum.

Present via Zoom: Craig Durham, Sarah Davis, Donna Lasick.

2. The agenda was amended to table item #6 regarding a change in library hours, then approved by consent. President Asay welcomed new Board members Heidi Parker and Donna Lasick and Board members introduced themselves.

3. Donovan moved and Zeller seconded approval of the minutes of the 6-28, 7-12 and 7-14 Board meetings. Peterson abstained from the 6-28-23 vote, Parker and Lasick were not yet on the Board and abstained. Motion carried.

4. The ED written report provided an update on flood recovery efforts. Groberg met with FEMA representatives for a thorough inspection of the basement and associated mechanical systems. While the paperwork is extensive, it appears the library may be eligible for 75% of the net amount needed for recovery discounting the flood insurance payment. Repairs to the district heating system are beginning this week and if the sprinkler and fire safety system repairs go as planned, the library hopes to reopen by mid-October. We have raised \$335,000 to date, some of which is restricted funding. The staff has done an extraordinary job serving the public, with circulation about 2/3 of normal.

5. The Board held a preliminary discussion of the municipal funding requests for FY'25. Calais and Worcester require their request in by October for review. The flood has created a lot of uncertainty both for towns and the library. As a reminder, about ¼ of the library's funding comes from our endowment, and about half from the towns, with the remainder from fundraising. 73% of the KH budget is for staff salaries and benefits under the

new union contract. We are budgeting an 11.7% increase in fundraising (\$208,720 total). We have a \$52,000 increase in expenses, but require a total increase of \$81,500 in revenue, since we do not plan to tap into reserve funds for the next budget year. While we have historically asked for \$1 per capita increases from towns, this year the library proposes requesting \$2 per capita increases from the towns and \$4 per capita from the city of Montpelier. Donovan noted that the key message to convey is the value we provide to the communities. Durham noted that we are paying our library staff fairly and Walke reminded the group of the increased outreach programs for towns outside Montpelier.

6. Committee reports were provided in written form. Dan Greene, chair of the Policy Committee, made a motion to direct the ED to propose ministerial changes to all policies that reference the co-directors and all policies that use gendered language as appropriate, with the understanding that the ED will consult with the policy committee if any of the proposed changes are potentially substantive. Zeller seconded and the motion carried. Greene noted that the updated Material Selection policy will be reviewed in detail at the October Board meeting.

7. A fall celebration will be held outside the library Oct. 7 from 10-2 p.m. The silent auction, which now has 40 items, will conclude during the celebration. Volunteers are welcome and should contact Head Librarian Carolyn Picazio for details.

8. The next full Board meeting will be Oct. 18, 5 p.m. via zoom.

The meeting adjourned at 6:03 p.m.

Respectfully,  
Sarah Seidman, Secretary