

**KELLOGG-HUBBARD LIBRARY**

Established 1894

135 Main Street, Montpelier, VT 05602

802-223-3338 [www.kellogghubbard.org](http://www.kellogghubbard.org)

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**Executive Committee Meeting**

**Tuesday, May 9, 2023**

The meeting was called to order at 12:00 p.m. via Zoom. On the call: Bridget Asay (Board President), Dan Groberg (Vice-President), Tim Donovan (Treasurer), Sarah Seidman (Secretary), Jessie Lynn and Carolyn Brennan (Co-directors). Judy Warriner Walke was absent.

Agenda approved. Donovan moved and Seidman seconded approval of the minutes of the 4-10-23 meeting. Motion carried with Groberg abstaining.

Co-directors' report:

Brennan will meet Friday with RB Technology to begin updating the phone system. Poem City was successful and she is spending May on housekeeping: updating patron registration forms and deleting expired patrons. The proposed Rules of Conduct revision is strong, effective, enforceable and needed. The EC supports this revision.

Lynn noted that we have exceeded our fundraising goal for the year. The outdoor furniture is in place and landscaping will beautify the area across from Trinity church. The lift is here for work on outside painting and the failed window seals are being repaired. This completes GLL projects except the overheating issue. Prior to her planned departure, Lynn has stepped down from the Board Development committee. She said the custodians are being monitored but the new ED may have to supervise or hire new custodians, an ongoing dilemma. Lynn recommended the library close for Juneteenth, a Federal holiday, and the EC agreed.

After discussion, it was agreed that Lynn will write up a report on the overheating issue for donors, and then the new ED will reach out to those donors with a follow up or possibly the inauguration of a targeted fundraising campaign.

Committee reports: The Policy committee will bring some updated policies to the Board in May. The Fundraising Development committee is having difficulty getting trustee engagement for the strawberry festival. Asay will encourage trustee participation at the full Board meeting but a broader look at trustee engagement is needed. Donovan presented and explained the Finance committee's proposed budget for FY24. Seidman moved and Groberg seconded a motion that the EC endorses the FY24 budget and recommends its passage by the full Board.

Groberg left the meeting and Seidman gave an update on the hiring committee's work, including interviews scheduled this week.

The full Board agenda for 5-17-23 was reviewed and adopted. The EC will meet via zoom sometime next week after the hiring committee brings its finalists for the ED position to the EC for direction regarding next steps in the process.

The next meeting of the full Board will be in person June 21, 5 p.m. The meeting adjourned at 1:09 p.m.

Respectfully submitted, Sarah Seidman, Secretary