

KELLOGG-HUBBARD LIBRARY

Established 1894

135 Main Street, Montpelier, VT 05602

802-223-3338 www.kellogghubbard.org

Board of Trustees

Judy Walke, Acting Board President; Sue Zeller, Vice-President;
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Executive Committee Meeting

Tuesday, Jan. 11, 2022

The Executive Committee of the Kellogg-Hubbard Library met remotely (via zoom) on 1-11-22 at 12 p.m. On the call were: Judy Warriner Walke (Acting Board President), Sue Zeller (VP), Tim Donovan (Treasurer), Sarah Seidman (Secretary), Jessie Lynn and Carolyn Brennan (KH Co-Directors). Donovan moved to amend the agenda to add an executive session for a personnel-related matter. Seidman seconded, motion carried. Donovan moved and Walke seconded approval of the minutes of the 12-14-21 meeting. Motion carried.

Committee Reports:

Board Development: Sarah Davis has been proposed by the committee as the new representative from Worcester. Jennifer Myka of East Montpelier will stand for a second term, Graham Sheriff of Montpelier will not be able to stay on the Board for another term but has agreed to remain until a replacement is elected. One at-large Board seat remains vacant: the EC was encouraged to keep diversity at the forefront as it seeks new members.

Finance: The fundraising goal for the year has been exceeded and other savings have accrued due to not hosting EAL and some unstaffed positions. Therefore, Committee Chair Donovan said they will recommend that the entire \$100,000 gift made to the library earlier this year be placed in the endowment fund, and that the \$25,000 earmarked for the strategic plan come out of the operating budget instead.

They further recommended a total of \$10,000 be committed to the auditing fund, and that the cash flow reserve fund receive \$40,000 in order to be fully funded.

Fund Development: Walke reported that donor stewardship continues, with major donors and some new library donors identified and assigned to committee members for outreach.

Policy Committee: On hold until after annual meeting.

Nominating: The slate of officers has been identified and agreed to serve.

Strategic Planning Report: Brennan reported that consultant Stephanie Lahar of Montpelier has been interviewed and has agreed to present the task force with a full proposal and scope of

work. At their next meeting, they will begin to divide data-gathering tasks among individual members. The \$3,000 VCF grant application is near completion.

The EC discussed how best to identify this strategic planning group. Rather than an ad hoc committee, it's actually just a working group assigned to complete a task (the strategic plan) on behalf of the library. Donovan will work with the co-directors to amend the language employed in the November minutes to create the group.

The EC went into executive session at 12:50 p.m. and came out at 1 p.m.

Co-Directors Report:

Lynn reported that Montpelier has decided not to increase the fee for the district heat contract pending resolution of equity issues. She will complete a final review of the draft agenda for the full Board's annual meeting.

Brennan said they are committed to keeping the library open with covid controls in place. If there's insufficient staff to remain open on any single day, they would close for that day.

The meeting adjourned at 1:10 p.m.

Respectfully, Sarah Seidman, Secretary