

KELLOGG-HUBBARD LIBRARY

Established 1894

135 Main Street, Montpelier, VT 05602

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**Executive Committee Meeting
Tuesday, June 13, 2023**

The meeting was called to order at 12:02 p.m. via Zoom. On the call: Bridget Asay (Board President), Tim Donovan (Treasurer), Sarah Seidman (Secretary), Judy Walke (VP), Carolyn Picazio, Jessie Lynn (Co-Directors).

The agenda was approved. Donovan moved and Walke seconded a motion to approve the minutes of the 5-9-23 meeting. Motion carried.

Co-Directors' Report: Picazio noted that she was putting the tech pieces in place for new Executive Director Dan Groberg. The new phone system should be installed in August; a portion has been pre-paid out of the technology budget. The physical and digital collections have been expanded using year-end funds.

Lynn said the strawberry social fundraiser 6-10-23 had a good turnout and was successful, with leftovers purchased by a mentoring group. Final GLL projects, including landscaping and an uncollected donor pledge, will be completed before Groberg comes on board. She and Groberg's work hours will overlap for five days. An initial project will be to adjust Picazio's job description as library director to align with Groberg's new responsibilities.

Committee report: Walke said the Board Development committee has adapted interview questions and a matrix used by the ED hiring committee to assist in filling the 2+ openings for Montpelier trustees (one immediately to fill Groberg's spot and one in January when Zeller terms out). Picazio said the Policy Committee will bring a Materials Selection policy revision to the June meeting and the group will decide whether to approve the updates or table the decision until the September meeting.

Asay and Walke reviewed the process they will use for the six-month reflection on the strategic plan at the in-person full Board meeting June 28, 4:30 p.m. in the East Montpelier room. Preparatory materials will be sent in the Board packet by June 21 and Walke will lead the discussion. The meeting will be followed by a celebration event for outgoing co-director Lynn at Barr Hill distillery at 6:30 p.m.

Asay asked Picazio to include a report on the library's two-year-old fine-free policy in her co-director report to the full Board. Lynn reminded the EC about Consultant Christine Graham's

recommendation that the KH publicly celebrate the close of the GLL campaign, perhaps in conjunction with welcoming Groberg as the new ED.

The agenda for the 6-28-23 full Board meeting was approved after discussion.

Donovan moved and Walke seconded a motion to go into Executive Session per 1 V.S.A. § 313 to discuss the appointment or evaluation of a library employee. Motion carried. Lynn and Picazio left the meeting and the group went into executive session at 12:50 pm and came out at 1:02 p.m. Donovan moved and Walke seconded a motion to recommend approval of Picazio's new contract as library director to the full Board.

The meeting adjourned at 1:10 p.m.

Respectfully submitted, Sarah Seidman, Secretary