

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;
Sue Zeller, Vice-President; Tim Donovan, Treasurer; Sarah Seidman, Secretary;
Craig Durham; Dan Greene; Dan Groberg; Craig Line;
Penny Marwede; Jennifer Myka; Tai Nixa Peterson; Graham Sherriff.

KELLOGG-HUBBARD BOARD OF TRUSTEES MINUTES

Wednesday Oct. 20, 2021 Virtual Meeting via Zoom

1. Called to order at 5:02 p.m. Present: Bridget Asay (President), Judy Walke (VP), Sue Zeller (VP), Tim Donovan (Treas.) Sarah Seidman (Sec.), Dan Groberg, Craig Line, Craig Durham, Tai Nixa Peterson, Penny Marwede, Dan Greene, Jennifer Myka, Co-Directors Carolyn Brennan and Jessie Lynn, Development Director Katelynn Averyt, Randall Sargent, CPA. Absent: Graham Sherriff.
 2. Agenda approved by consent.
 3. Minutes of 9-15-2 approved with the following corrections noted by Brennan: per capita fee for Berlin \$12, for Montpelier \$49. Zeller moved and Walke seconded. Motion carried.
 4. Randall Sargent gave an overview of the completed audit, which, while challenging to do remotely, was clean with no management letter. Our last audit was in 2016. Asay asked about the process going forward, Sargent said many non-profits have a less costly reviewed audit annually and then a full audit on the third year.
 5. Much of the meeting was spent in a Board training led by Fund Development Committee Chair Walke on how to be great ambassadors for the library. The Board broke into small groups to practice how to best use their individual asking styles to make requests on behalf of the library. An enthusiastic approach and finding a personal connection were key to success no matter what style was employed. Walke asked that any notes be sent to Seidman and a follow up will include a short survey as well as techniques on how to have an asking conversation.
 6. Co-directors' reports were provided in written form. Chair Donovan of the Finance Committee drew attention to the good FY22 first-quarter financial statement.
- Motion to approve the audited financial statement as presented with a minor correction on collections from Lynn. Groberg moved, Marwede seconded. Motion carried with Jennifer Myka abstaining.

Motion to add the audited carry-forward of \$13,883 to the cash flow reserve.
Donovan moved, Groberg seconded. Motion carried.

7. Committee Reports: The Executive Committee is studying the process for getting the strategic plan underway. The Policy Committee will bring an action item to the Board in November.

8. No one has yet applied to be the new representative from Worcester. The fall appeal letter will go out next week. The Board was reminded that the next meeting will be Nov. 17 and no December meeting is scheduled.

9. The meeting adjourned at 6:26 p.m. Respectfully, Sarah Seidman, Secretary