

Interested in possibly becoming a KHL Trustee? Here's a little information to consider:

The Kellogg-Hubbard Library Board is currently made up of 14 Trustees, although there can be as many as 15. A majority of Board members need to be from Montpelier with at least one Trustee from each of the supporting towns of Berlin, Calais, East Montpelier, Middlesex and Worcester. Two of the Montpelier seats are nominees of the Montpelier City Council. We seek to have a board that represents the diversity of our community, including backgrounds, age, socioeconomic, racial, ethnic, etc.

The Executive Committee is made up of the Board officers—a President, Vice-President(s), a Secretary and a Treasurer. Other committees include: Board Development, Policy, Finance, and Fund Development. Additional ad-hoc committees are developed as-needed at the determination of the Board for work such as strategic planning and board officer nominations. Every Board member serves on at least one committee. The President is an ex officio member of all committees; other members are asked to serve where they have interest and/or are needed. The bulk of the work is done in committee, so that Board meetings can be as efficient as possible.

The Board generally meets on the 3rd Wednesday of the month, 5-6:30 pm, except July, August and December; committees meet more flexibly. Currently, all meetings are being held virtually and some meetings may continue to meet virtually in the future. Trustees should expect to spend 6-7 hours a month on average on Board matters; Trustees in officer roles should expect to spend additional time. Trustees who represent one of the 5 surrounding communities are asked to participate in Town Meeting, including rallying support prior to the meeting, asking others to spread the word and speaking on behalf of the Library at the meeting itself.

The Library's annual budget is around \$900k each year; roughly 50% comes from our municipalities, 25% from the Library's endowment, the rest from fundraising and general revenue. All Trustees are expected to help with fundraisers and events when they can. There is a general expectation that Board members will be donors by contributing meaningfully in keeping with individual resources.

The KHL Board is a policy governance Board. That is, operational and programmatic functions and decision making are the strict purview of the Library Administration. The Board's responsibilities are: 1. hiring, evaluation and oversight of the Administration and its actions and decisions, done primarily through the Executive Committee; 2. fiscal oversight and fundraising, the latter done in concert with the Administration and some staff; 3. developing and approving all policies that govern how the Library and the Board operate; 4. recruiting and approving new trustees and developing and implementing a Board evaluation mechanism; and 5. negotiating, with the Administration, and approving the staff union contract and any side letters or other issues that might arise in relation to the contract.

The Administration regularly communicates with the Board at its meetings and through electronic reports, about operational and programmatic issues of significance with which it is dealing, especially any with financial implications for the Library.

Suggested further reading:

- [KHL Policies & Bylaws](#)
- [Financial Information](#)
- [Board Meeting Minutes](#)