

KELLOGG-HUBBARD LIBRARY

Established 1894

135 Main Street, Montpelier, VT 05602

802-223-3338 www.kellogghubbard.org

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**Executive Committee Meeting
Tuesday, April 12, 2022**

The Executive Committee of the Kellogg-Hubbard Library met remotely (via zoom) on 4-12-22 at 12:05 p.m. On the call were: Bridget Asay (Board President), Judy Warriner Walke (VP), Sue Zeller (VP), Tim Donovan (Treasurer), Sarah Seidman (Secretary), Jessie Lynn and Carolyn Brennan (KH Co-Directors). The agenda was approved. Walke moved and Donovan seconded approval of the minutes of the 3-8-22 meeting. Motion carried.

Co-directors' report:

Lynn reported on lawn and step repair work at the library. New staff includes Colleen Beamish as Development Coordinator and an expanded role for Jason Kass as Facilities Coordinator as of July 1. Donovan noted that library finances will allow Lynn to utilize training hours with Kass in June.

Brennan reported 150 strategic plan community survey response, all 1:1 interviews completed by consultant, two in-person focus groups set for April 19 and 25, and a two-hour staff training focusing on the strategic plan set for 4-14-22. A date for the full-day Board retreat remains under discussion. Brennan will try to directly distribute a call for participation from more diverse groups using FPF and the local schools' e-newsletters. She also noted that Poem City is underway, library story time is back in-person, and the library now has signage in six languages.

EC Committee goals were suggested as follows: Co-director evaluation, bylaws revision, formalized list of officer roles and duties, a focus on post-pandemic Board cohesiveness, participation in the strategic planning process and initial steps for response and implementation of the plan when adopted.

Brennan said an upcoming test of the OWL process may allow the Board to have a hybrid of in-person and zoom meetings going forward. Asay proposed remote meetings for the remainder of 2022, then trying for three in-person meetings next year, possibly September, January and May. Asay and Zeller agreed to spearhead the co-director evaluation process.

Donovan moved and Seidman seconded a motion to include the co-directors in the scheduled executive session to discuss a contract matter. Motion carried. The committee went into executive session at 12:50 p.m. The committee came out of executive session at 1:05 p.m. The EC agreed to have the finance committee review and make a recommendation back to the EC regarding the contract matter.

The draft agenda for the full Board meeting on 4-20-22 was reviewed, with proposed inclusion of new committee chairs, and the addition of a presentation on the diversity audit of the children's library.

The meeting adjourned at 1:08 p.m.

Respectfully, Sarah Seidman, Secretary