KELLOGG-HUBBARD LIBRARY
Established 1894
135 Main Street, Montpelier, VT 05602
802-223-3338 www.kellogghubbard.org

Board of Trustees
Amy Cunningham, Board President; Steve Gold, Vice-President;
Bridget Asay, Vice-President; Sue Zeller, Treasurer; Rachel Muse, Secretary;
Tim Donovan; Dan Greene; Dan Groberg; Bonnie Johnson-Aten; Craig Line;
Penny Marwede; Jennifer Myka; Sarah Seidman; Graham Sherriff, Judy Walke.

BOARD OF TRUSTEES MINUTES
Wednesday, September 16, 2020
Virtual Meeting Via Zoom

1. Called to order at 5:03
   Present: Amy Cunningham, Steve Gold, Sarah Seidman, Rachel Muse, Tim Donovan, Dan Greene, Dan Groberg, Craig Line, Penny Marwede, Jennifer Myka, Graham Sherriff and Judy Walke.
   Absent: Bridget Asay, Sue Zeller, Bonnie Johnson-Aten
   Staff present: Carolyn Brennan, Jessie Lynn and Steve Picazio

2. Agenda approved by consent with note that Steve Gold will not have a GLL report tonight.

3. Minutes of the June meeting approved by consent.

4. Steve Picazio provided an update on circulation at KHL.

5. Co-Directors' Report
   a. The co-directors submitted a written report prior to the meeting. Carolyn Brennan updated the board on mask wearing at the library. Jessie Lynn provided an update on building projects, including GLL projects.

6. President's Report
   a. Amy Cunningham reported that the co-directors' evaluation is complete. She asked that trustees review and comment on the bylaws by October 14 in anticipation of bylaw revision.

7. Board Committee Reports
   a. Board Development Committee:
      Craig Line introduced a new trustee nomination process and orientation process and moved that the board adopt these processes. Penny Marwede seconded the motion. It was passed unanimously.
   b. Executive Committee:

Amy Cunningham recommended that the library seek level-funding in the city and town budgets in the coming year. Sarah Seidman moved to approve this motion. Judy Walke seconded the motion. It was approved unanimously.

c. Finance Committee: Jessie Lynn reported on the current state of the library's finances in Sue Zeller's absence.
d. Fund Development Committee: Judy Walke reported that the committee has been focused on seeking sponsorships from local businesses and will be taking next steps in developing a planned giving program.
e. Policy Committee: Rachel Muse introduced a revision to the library's Records Retention Policy and moved that the board adopt the revised policy. Steve Gold seconded the motion. It was approved unanimously.

8. Other business: Graham Sherriff drew attention to and encouraged trustees to attend the upcoming Trustees and Friends virtual conference hosted by the Department of Libraries.

9. Adjourned at 6:10.