

KELLOGG-HUBBARD LIBRARY

Established 1894

135 Main Street, Montpelier, VT 05602

802-223-3338 www.kellogghubbard.org

Board of Trustees

Bridget Asay, President; Judy Walke, Vice President;
Dan Groberg, Vice President; Tim Donovan, Treasurer; Sarah Seidman, Secretary;
Sarah Davis; Jeff Dean; Craig Durham; Ed Fox; Dan Greene;
Edisa Gonzalez Revilla Muller; Tai Nixa Peterson; Sarah Swift; Sue Zeller.

KELLOGG-HUBBARD BOARD OF TRUSTEES MINUTES

Wednesday, April 19, 2023 via Zoom

1. Called to order at 5:01 p.m. by Judy Walke (VP). Present: Dan Groberg (2nd VP), Sarah Seidman (Sec.), Tim Donovan (Treas.), Edisa Revilla Muller, Ed Fox, Sarah Swift, Jeff Dean, Dan Greene, Sue Zeller, Tai Nixa Peterson, Sarah Davis, Bridget Asay, Co-directors Jessie Lynn and Carolyn Brennan, staff members Colleen Beamish, consultant Christine Graham. Absent: Craig Durham.
2. The agenda was approved by consent. Donovan moved and Greene seconded approval of the minutes of the 3-15-23 Board meeting. Motion carried. Groberg and Davis abstained. Donovan moved and Zeller seconded approval of the minutes of the 4-4-23 special Board meeting. Motion carried. Groberg and Davis abstained.
3. Co-director reports were presented in written form. Brennan noted a job switch: Autumn Bissonnette will be the new full-time Youth Librarian and Meliss Bunce will work as the Circulation Librarian who processes billing. Meliss will still do Tuesday story time. Results of the East Montpelier special vote on the library budget will be available 4-24.
4. Fund Development Chair Peterson introduced Christine Graham, who provided a capsule primer on strategic approaches to fundraising over the next 2-3 years. It's essential to keep the annual fundraising appeal separate from short-term special projects like the heating/cooling system, and longer-term campaigns to increase the endowment and planned giving. Her suggestion would include publicly celebrating the conclusion of the GLL campaign, initiating a special campaign for the A/C, growing the planned giving program, and keeping any endowment campaign under the radar and ongoing.
5. Beamish reported that the planned giving brochure is at the printers. The June 10 Strawberry Social needs sponsors and any trustee with an appropriate business connection should be in touch with her. Volunteers are also needed to be at the table at Farmers' Market this spring and summer.
6. Donovan moved to find that premature disclosure of contract negotiations would put the library at a disadvantage. Zeller seconded, motion carried. Zeller moved and Donovan seconded a motion to go into executive session, including the co-directors. Motion carried. The Board went into executive session at 6 p.m. and came out of executive session at 6:19 p.m.

Donovan moved and Groberg seconded a motion that the Kellogg Hubbard Library Board ratify the agreement between the American Federation of State, County and Municipal Employees Local 1369, Council 93, AFL-CIO and Kellogg Hubbard Library, effective dates: July 1, 2023 to June 30, 2026. Motion carried.

7. Seidman moved and Peterson seconded a motion to recognize employee Nicole Westbom with a \$500 merit bonus for her work on the children's library diversity audit. Motion carried.

8. Committee reports:

Board Development Committee: Groberg moved and Greene seconded a motion to approve the updated New Trustee Nomination Process policy. Motion carried. Zeller moved and Swift seconded a motion to approve the updated New Trustee Orientation Process. Motion carried.

Finance Committee Chair Donovan presented the third quarter financials and the finance committee will bring a proposed FY24 budget to the May meeting.

9. The next full Board meeting will be held Wed., May 17, at 5 p.m. via zoom. The meeting adjourned at 6:30 p.m.

Respectfully,
Sarah Seidman, Secretary