

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.

**Executive Committee Meeting
Monday, August 23, 2021**

1. Meeting called to order at 4:04 PM via Zoom. On the call: Bridget Asay (Board President), Judy Warriner Walke (Vice-President), Sue Zeller (Vice-President), Tim Donovan (Treasurer), Jessie Lynn and Carolyn Brennan (Staff). Also present for Item 4: Steve Picazio and Carol Minkiewicz (Staff).
2. Agenda approved.
3. Minutes of 6-9-21 meeting were approved. Sue moved and Tim seconded.
4. Presentation from union representatives: Steve and Carol raised the question of possibilities for staff to have a role in the process for determining annual budgeting and funding, including requests made to the voters of Montpelier and surrounding towns. Periodic contract negotiations have been productive and insightful, and spurred staff interest. The committee members thanked Steve and Carol, noting that the upcoming strategic planning process will be a key area for longer-term thinking by all key constituencies of the Library.
5. The committee next went into executive session (Tim moved, Sue seconded) to reflect on the presentation and on opportunities and constraints related to staff participation. Decision-making on proposed requests to towns will be on the agenda for the September 7 EC meeting.
6. Co-directors report: Jessie mentioned a recent endowment gift, conservative planning for the winter fundraiser, further automation of payroll calculations, and the financial audit now underway. Carolyn noted possible outdoor space after school to minimize crowding in the children's library, adjustment of hours and responsibilities among existing staff to cover outreach activities, and evolving operational policy regarding mask wearing by staff, volunteers, contractors, presenters, etc. The committee expressed support for these administrative decisions, and the co-directors were encouraged to seek more formal statements by the board if they should see a need.

7. Board committee reports were dispensed with, since many committees have not met since June.
8. Board meeting agendas for the fall will focus on: September -- FY23 budget, including town funding requests, and plan for library services; October – fund development training session; November – audit, and strategic planning.
9. Strategic planning next steps: Carolyn will share a practical guide to strategic planning for library boards from United for Libraries, and some examples that might be helpful. She will prepare a preliminary plan for the process, including a timeline, for the EC and board to work from.
10. Executive Committee meetings will begin to occur regularly at noon on the Tuesday of the week before monthly board meetings. Dates for fall 2021 are: September 7, October 12, November 9, and December 14.
11. Adjourned 5:25 PM.

Respectfully submitted,
Judy Warriner Walke, substituting for Sarah Seidman, Secretary