

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, October 21, 2020

Virtual Meeting Via Zoom

1. Called to order at 5:03
Present: Amy Cunningham, Sue Zeller, Rachel Muse, Tim Donovan, Dan Greene, Dan Groberg, Bonnie Johnson-Aten, Craig Line, Penny Marwede, Sarah Seidman, Graham Sherriff and Judy Walke.
Abset: Steve Gold, Bridget Asay, Jennifer Myka
Staff present: Carolyn Brennan, Jessie Lynn and Rachel Senechal
2. Agenda approved by consent with note that Heather Kralik will not be reporting on outreach activities tonight.
3. Minutes of the September meeting approved by consent.
4. Rachel Senechal provided an update on fall and winter fundraising activities at KHL, including the fall appeal letter and plans for Evening to Support the Library.
5. Co-Directors' Report
 - a. The co-directors submitted a written report prior to the meeting. Jessie Lynn provided an update on potential grant opportunities for the library. Carolyn Brennan went over usage statistics submitted with the written report.
6. President's Report
 - a. Amy Cunningham acknowledge and thanked the staff for continued flexibility and creativity during the pandemic. She also thanked trustees for proposed revisions to the bylaws, which will be developed in Executive Committee.
7. Board Committee Reports
 - a. Board Development Committee:
Craig Line reported that the committee continues to primarily focus on recruiting new trustees and is working on a new application for potential trustees.
 - b. Executive Committee:
 - Amy Cunningham asked that the board nominate trustees to an ad-hoc nominating committee for upcoming officer nominations. Amy Cunningham nominated Rachel Muse for this committee. Rachel Muse

nominated Amy Cunningham. Sarah Seidman nominated Steve Gold. Amy Cunningham nominated Dan Groberg. Judy moved that the slate of nominees for the Nominating Committee be approved. Sue Zeller seconded the motion. The motion was approved unanimously.

- Amy reported on plans for renewing and renegotiating the union contract.
- c. Finance Committee: Sue Zeller reported on the committee's activities.
- Sarah moved to approve the FY20 financial statements and the Finance Committee's recommendation that \$25,000 in reserve funds go to the cash fund reserve; \$20,000 go to the technology reserve and the remaining \$6,218 go to the reserve for subsequent years.
 - Tim moved to approve the FY20 990s as presented and recommended by the Finance Committee. Amy seconded the motion. Motion approved unanimously.
- 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: Dan Greene introduced a revision to the library's Meeting Room Use policy. Jessie Lynn suggested language around non-discrimination be moved from the section on restrictions to the section on general rules. Dan Groberg moved to approve this policy with the language on non-discrimination moved to the general rules section. Penny Marwede seconded the motion. Motion approved unanimously.
- f. GLL Building Updates: Jessie pointed to the co-directors' report for a full update and noted that the elevator project is almost done.

8. Adjourned at 6:09.