

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, March 9, 2023**

The meeting was called to order at 1 p.m. on 3-9-23 via Zoom. On the call: Bridget Asay (Board President), Judy Warriner Walke (Vice-President), Dan Groberg (Vice-President), Tim Donovan (Treasurer), Sarah Seidman (Secretary), Jessie Lynn and Carolyn Brennan (Co-directors).

Agenda approved by consent. Minutes of the 2-7-23 meeting were approved with Donovan moving and Walke seconding.

Co-directors reports:

Lynn reported that her husband's surgery and Sarah Wisner's absence will make her schedule at the library more erratic for a few weeks. She noted the completion of a written five-year overview of fundraising history including information on planned giving. Lynn will report on the GLL campaign and projects awaiting completion in March. The Fund Development committee will lead a training for Board members in April.

Brennan reported that all towns approved the library budget requests at Town Meeting this year. She is getting quotes on the new phone system to be installed this year. Preparations are being made for a joint Waterbury/KH training session on mental health first aid to be held in May for all staff.

Lynn reported that the overheating problem with the second floor skylight can't be properly addressed within the GLL campaign funding constraints. Donovan moved and Walke seconded a recommendation that the EC authorize the full Board to close out the GLL campaign when the remaining items have been completed, reserving \$25K for overheating/climate control issues and adding any balance in excess of \$90K to the occupancy reserve fund. Motion carried.

Donovan moved and Groberg seconded a motion to hold an executive session for a contract matter where a finding of premature disclosure would disadvantage the library. Motion carried.

Walke moved and Walke seconded a motion to go into executive session including co-directors. The group went into executive session at 1:36 p.m. The group came out of executive session at 2:08 p.m.

The EC reviewed the agenda for the full Board meeting March 15 and made minor adjustments including the addition of Lynn's GLL report and a motion from the Board Development Committee updating the job description for trustees.

The meeting adjourned at 2:13 p.m.

Respectfully submitted, Sarah Seidman, Secretary