

## KELLOGG-HUBBARD LIBRARY

Established 1894

135 Main Street, Montpelier, VT 05602

802-223-3338 [www.kellogghubbard.org](http://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; Bonnie Johnson-Aten; Craig Line;  
Penny Marwede; Jennifer Myka; Tai Nixa Peterson; Graham Sherriff.

### Executive Committee Meeting

Thursday, April 15, 2021

1. Meeting called to order 1 p.m. via Zoom. On the call: Bridget Asay (Board President), Judy Warriner Walke (Vice-President), Sue Zeller (Vice-President), Tim Donovan (Treasurer), Sarah Seidman (Secretary), Jessie Lynn and Carolyn Brennan (Staff)
2. Agenda approved by consent.
3. Minutes of 3-11-21 meeting approved on a motion by Tim Donovan, Judy Walke seconding.
4. Committee Reports: Tim reviewed work on draft budget, ACCD grants, and a large unrestricted anonymous gift to the library. Carolyn reported on proposed policy updates. Judy reported on stewardship calls made to higher-level donors by the fundraising committee.
5. Tim reviewed progress on negotiations with staff. The May Board agenda will include the new proposed staff contract, the proposed budget for FY2022 and new fundraising goals.
6. Board committee reports will be given in written form to the full Board unless voting action is required.
7. Co-Directors Report: Jessie reported that she will be on break the last week of April. She said she's grateful to finally have a full staff in place. Carolyn reported that the library is now open to limited foot traffic and the next steps are to expand hours of operation and level of services. Book donations can be made, two boxes per visit. She would like a mechanism for requesting increases in town funding. The Executive committee will fully discuss the tactical and financial implications of this request at the June meeting.
8. Bridget proposed a significantly abbreviated process for co-director evaluation this year to get back on schedule, and she and Sue will meet to finalize this plan.

9. Upcoming proposed Board trainings: April: Future of Libraries, June: Diversity, Equity and Inclusion, Sept: Using new library technologies, Oct: Fund development training
10. Agenda for April 21, 5 p.m. full Board meeting was reviewed.
11. Adjourned 2 p.m.

Respectfully, Sarah Seidman