

**KELLOGG-HUBBARD LIBRARY**

Established 1894

135 Main Street, Montpelier, VT 05602

802-223-3338 [www.kellogghubbard.org](http://www.kellogghubbard.org)

**Board of Trustees**

Amy Cunningham, Board President; Steve Gold, Vice-President;  
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Penny Marwede; Jennifer Myka; Sarah Seidman; Graham Sherriff, Judy Walke.

**EXECUTIVE COMMITTEE MINUTES**

**Friday, September 11, 2020, 5:00 P.M.**

**Virtual Meeting Via Zoom**

1. Called to order at 5:01  
Present: Amy Cunningham, Bridget Asay, and Sue Zeller  
Staff present: Carolyn Brennan and Jessie Lynn
2. Agenda approved by unanimous consent
3. Minutes from June 10 and August 19 Executive committee meetings approved by unanimous consent
4. Discussion:
  - a. Discussion of the administration model (part of performance review process)
  - b. Discussion of the next steps on keeping full board informed on performance review/contracts. Agreement to share co-director contracts on board portal and to have an executive session to share with full board the outcomes of the reviews.
  - c. We reviewed some simplified practices for meetings—using unanimous consent/no opposition for minutes and agendas moving forward.
5. Board Committee Reports
  - a. Board Development Committee: New trustee processes discussed. Will move to full board for approval next week
  - b. Fund Development Committee: Jessie updated Exec Committee on the status of Fund Development committee.
  - c. Policy Committee: Records Retention policy is drafted and ready. Will move to full board for approval next week
  - d. Finance Committee:
  - e. GLL Building Updates: Focusing on major, grant-funded projects at this time.
6. Co-director reports
7. Reviewed draft agenda for September 16 Board Meeting.

Adjourned at 6:00 pm.