

## 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;  
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, November 18, 2020

Virtual Meeting Via Zoom

1. Called to order at 5:02  
Present: Amy Cunningham, Steve Gold, Bridget Asay, Sue Zeller, Rachel Muse, Tim Donovan, Dan Groberg, Bonnie Johnson-Aten, Craig Line, Penny Marwede, Jennifer Myka, Graham Sherriff and Judy Walke.  
Absent: Dan Greene and Sarah Seidman  
Staff present: Carolyn Brennan, Jessie Lynn and Heather Kralik
2. Agenda approved by consent.
3. Sue Zeller moved to approve the minutes of the October meeting. Rachel Muse seconded the motion. Minutes approved unanimously. Steve Gold, Bridget Asay and Jennifer Myka abstained from the vote due to their absence from the October meeting.
4. Heather Kralic provided an update on the library's outreach activities since spring, including Brown Bag Kids, Car Library, deliveries to various patrons and a new book group.
5. Sue Zeller moved the board go into executive session to review the co-directors' performance evaluations. Steve Gold seconded the motion. Motion approved unanimously. Board went into executive session at 5:24.

The board came out of executive session at 5:34. Tim Donovan moved that the job description for the Nonprofit Director be revised to acknowledge board management duties. Judy Walke seconded the motion. Motion approved unanimously.

6. Co-Directors' Report
  - a. Carolyn Brennan reported on the latest library service changes due to the pandemic, the replacement of malfunctioning computers, and plans for town funding season. Jessie Lynn reported on the completion of the elevator replacement and an update on hiring a new development coordinator.
7. President's Report

- a. Amy Cunningham thanked trustees for feedback on bylaws. She, Bridget Asay and Rachel Muse will incorporate those edits and present draft changes to the Board in the coming months.

8. Board Committee Reports

- a. Board Development Committee:  
Craig Line reported that the committee continues to primarily focus on recruiting new trustees. An application for potential trustees and announcement that the board is seeking new trustees is now posted on the website.
- b. Executive Committee:  
Amy Cunningham reported that the committee has primarily been working on the bylaw revision project.
- c. Finance Committee: Sue Zeller submitted the 10.31.20 financial to the board prior to the meeting. She and Jessie Lynn reported on these statements and took questions from the board.
- d. Fund Development Committee: Judy Walke reported that the committee has been focused on seeking sponsorships from local businesses and promoting the monthly sustainer program. She encouraged trustees to spread the word about the fall appeal, Evening to Support the Library, art auction and other fundraising activities. In the coming months this committee will turn its attention more to a planned giving program.
- e. Policy Committee: Rachel Muse reported that this committee has not met in the past month.
- f. GLL Building Updates: Steve Gold reported that with the successful completion of the elevator project, he and Jessie Lynn plan to take a few months off before launching into new projects.
- g. Nominating Committee: Dan Groberg reported that the committee has received several nominations and encourages trustees to continue sending in nominations until November 29.

9. Adjourned at 6:25.