

**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, President; Judy Walke, Vice President; Jeff Dean, Vice President;  
Donna Lasick; Treasurer; Sarah Seidman, Secretary;  
Sarah Davis; Tim Donovan; Craig Durham; Dan Greene; Edisa Gonzalez Revilla Muller;  
John Nelson; Heidi Parker; Tai Nixa Peterson; Sarah Swift

**KHL Board Development Committee Meeting Minutes  
Monday, March 25, 2024, 5:00 PM - 6:00 PM via Zoom**

1. Called to Order at 5:02 PM  
*Present: Dan Greene, Dan Groberg, Edisa Gonzales Revilla Muller, John Nelson, Heidi Parker, Judy Walke*
2. Review, Amend as Necessary, and Approve Agenda  
*Unanimous approval*
3. Approve Minutes of February 12 Meeting  
*John Nelson moved/ Dan Greene seconded. Motion carried.*
4. Board Development Committee Goals for 2024:
  - a. Recruit, select, and orient 1-2 new trustees (one from Montpelier), who bring complementary skills and perspectives to our current board.
  - b. Encourage the engagement and camaraderie of the full board throughout the year, through meaningful conversations and learning opportunities during meetings and joyful participation in events and celebrations.

*All members pleased with goals as presented in final form. No comments or discussion.*

5. Plans for 2024 Committee Work:
  - a. Trustee recruitment, selection, orientation timeline

*Walke presented a timeline based on 2023 events/ tasks to assist planning 2024 events/ tasks. There was a lot of activity in spring/ summer last year related to member recruitment; as a result, less time will need to be spent this year prior to recruitment (because of standards created - rubrics, for example).*

**b. Committee role in board training/engagement - options, next steps**

*President Bridget Asay has asked BDC to facilitate a training at next Board meeting (April 17). There was to be a presentation by finance committee in April but that presentation will now be*

*made in alternate years. Last month the fund development committee involved the full Board in a training related to planting seeds for future donors -- Ambassadors for the Library.*

*What is the BDC's role in training Board? To engage full board – to help with social connections among members AND to provide opportunity for discussions related to member recruitment. HOW to do this (related to April training) was discussed at some length.*

*Can BDC help to train Board to recruit Trustees – like Ambassadors for Library related to donors, can Trustees be Ambassadors for library related to planting seeds for future Trustees?*

*As a way to (1) get to know each other better and (2) survey member skills/ interests, BDC will facilitate a discussion that will:*

- Briefly outline what Board of Trustees is called to do*
- Present objectives for small group discussion related to Board function (above)*
- Allow for small group discussion:*

*3 Questions (Dan Groberg and Judy Walke to finalize)*

*one will be more personal & “fun” – something unknown about self.*

*one will be historical – Why did you apply for Board of Trustees?*

*one will be forward thinking – What practices/ perspectives will make the Board more effective?*

- Return to large group for share-out*

*Spending time in this way will allow people to get to know each other better; additionally, it will also help to discover under-utilized skills & interests present as well as note areas for growth/ need related to recruiting future Board members.*

c. Committee role in other areas suggested (bylaws update, officer job descriptions, e.g.)

*Walke said that discussion with other Board Officers indicated bylaws will likely be updated by working group NOT by BDC – same with officer job descriptions.*

6. Committee Meeting Schedule: April 29 (Zoom), May, June, summer...

*Confirmed April 29 date for next meeting (Zoom); late spring/ summer meetings likely to be in person.*

7. Other Business

*None.*

8. Adjourn

6:03 PM