

**KELLOGG-HUBBARD LIBRARY**

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**Board of Trustees**

Bridget Asay, President; Judy Walke, Vice President; Jeff Dean, Vice President;  
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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 Agenda**  
**Monday, February 12, 2024, 5:00 PM - 6:00 PM**

1. Call to Order: 5:03 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 September 12 Meeting

*Edisa Gonzales Revilla Muller moved to approve/ Judy Walke seconded. Motion carried. Greene, Nelson, Parker abstained due to new committee membership.*

4. Appoint Minute-taker and Review Duties

*Heidi Parker will take minutes and send to Dan Groberg for review before full committee review and final posting (all of which should occur within 48 hours of committee meeting).*

5. Board Development Process Review:

- a. Trustee Job Description
- b. Application
- c. Nomination Process
- d. Orientation Process
- e. Other - Trustee Terms

*Committee briefly discussed Board Development Process Documents (packet) – all comments were favorable as related to current processes.*

6. Preliminary Plans and Goals for 2024:

*Committee discussed possible goals (below) for 2024.*

- a. Trustee Recruitment and Onboarding – *continual annual goal*
- b. Possible Action in Support of KHL Strategic Plan Vision & Goals:
  - 1) bylaw update drafting – *will likely be drafted by an ad-hoc committee*
  - 2) job descriptions for KHL officers
  - 3) committee role in board training – *discussed at some length.*

*Committee favorable to the idea of assisting with the development of Board Trustees – i.e., pro-devo & related. Would survey full Board for input on needed topics. Would fit topics into work-matrix. Social connections also discussed as part of board “developing” in terms of building board comradery & getting to know one another.*

*c. Next Steps – Dan Groberg & Judy Walke will create list of possible goals from full discussion to present to Committee by email*

7. Committee Meeting Schedule: March, April, May, June

*Committee will meet monthly on Mondays (4<sup>th</sup> Monday – or thereabout), 4 -5 PM.*

*Next two meetings were set (remote): 25 March, 29 April. In-person meetings likely in late spring/summer.*

8. Other Business

*None*

9. Adjourn: 6:07 PM

**Preparation for this meeting:**

- Review Board Development Process Documents: identify questions, suggestions for future
- Review KHL Strategic Plan - full document