

KELLOGG-HUBBARD LIBRARY

Established 1894

135 Main Street, Montpelier, VT 05602

802-223-3338 www.kellogghubbard.org

Board of Trustees

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

KELLOGG-HUBBARD BOARD OF TRUSTEES MEETING

Wednesday, Jan. 17, 2024, Nonprofit Office, Kellogg-Hubbard Library, 135 Main Street

1. Called to order at 5:02 p.m. by Bridget Asay (President). Present in person: Tim Donovan (Treas.), Donna Lasick, Executive Director Dan Groberg. Present remotely: Judy Walke (1st VP), Sarah Seidman (Sec.), Sarah Swift, Dan Greene, Tai Nixa Peterson, Edisa Revilla Muller, Sarah Davis, Craig Durham, Heidi Parker, Jeff Dean, John Nelson.
2. The annual meeting began with introductions and a welcome to new trustee John Nelson of Montpelier. The agenda was approved by consent with a procedural amendment to item #9. Walke moved and Swift seconded approval of the minutes of the 11-15-23 meeting. Motion carried with Nelson abstaining.
3. Donovan moved and Seidman seconded a motion to re-elect three trustees whose terms are up for renewal: Tai Nixa Peterson, Bridget Asay, Craig Durham. Motion carried. Donovan moved and Seidman seconded a motion to re-elect Asay as Board President. Motion carried. Donovan moved and Dean seconded a motion to re-elect Judy Walke as 1st VP. Motion carried. Donovan moved and Parker seconded a motion to elect Jeff Dean as 2nd VP. Motion carried. Donovan moved and Parker seconded a motion to elect Donna Lasick as treasurer. Motion carried. Donovan moved and Swift seconded a motion to re-elect Sarah Seidman as secretary. Motion carried. Walke moved and Donovan seconded a motion to elect new trustee John Nelson to the KH board. Motion carried.

Durham moved and Parker seconded a motion to set the 2024 meeting schedule for Wednesdays at 5 p.m. as follows:

Jan. 17, Feb. 21 (in person), March 20 (in person), April 17 (Zoom), May 15 (in person), June 12 (Zoom), no meeting July/August, Sept. 18 (in person), Oct. 16 (Zoom), Nov. 20 (in person), no meeting December.

4. President Asay reviewed annual policies and procedures. The library is a nonprofit and the Board sets policy and oversees the ED rather than directly intervening in operational matters. Trustees must act in the best interests of the organization, familiarize themselves with the bylaws, library policies and finances of the KH and disclose and recuse for any possible conflicts of interest. Our meetings are run informally using Robert's Rules of Order and open meetings laws.
5. Donovan moved and Swift seconded a motion to amend the Executive Director job description. Notable changes include Library Director Picazio handling day-to-day building oversight with Groberg guiding "big picture" decisions. The ED will also oversee a six hours/week position for a new communications

coordinator. Motion carried. Durham moved and Walke seconded a motion to amend the job description for the Director of Library Services. Motion carried.

6. Groberg reported that a new Head Adult Librarian, Sarah Townsend, has been hired from a strong pool of candidates and will start work Feb. 5. He also noted that the bids for library renovation may not be completed by the February meeting but a contract for elevator repair is in place.

7. Walke moved and Parker seconded a motion to approve members of all three standing committees, as follows:

Board Development: Walke (chair), Muller, Parker, Greene, Nelson

Finance: Lasick (chair), Donovan, Davis, Dean

Fundraising Development: Peterson (chair), Swift, Seidman, Durham

Motion carried.

8. Committee reports were provided in written form. The executive committee's original goals for 2023 were altered by the process of transitioning to new leadership and the flood but implementation of the strategic plan will continue in 2024. Outgoing Finance Committee Chair Donovan reviewed the second quarter financials and said despite significant fluctuations on both the revenue and expense sides, the library is in good shape financially.

9. Groberg urged members to attend the Friday, March 8, 7:30 p.m. donor appreciation event at the library, with desserts, wine and live music.

10. The next full Board meeting will be in person, Feb. 21, 5 p.m. at the library.

The meeting adjourned at 5:55 p.m.

Respectfully, Sarah Seidman, Secretary