

## 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;  
Dan Groberg, Vice President; Tim Donovan, Treasurer; Sarah Seidman, Secretary;  
Sarah Davis; Jeff Dean; Craig Durham; Ed Fox; Dan Greene;  
Edisa Gonzalez Revilla Muller; Tai Nixa Peterson; Sarah Swift; Sue Zeller.

## KELLOGG-HUBBARD BOARD OF TRUSTEES MINUTES

Wednesday, March 15, 2023 via Zoom

1. Called to order at 5:02 p.m. by Bridget Asay (President). Present: Judy Walke (VP), Dan Groberg (2<sup>nd</sup> VP), Sarah Seidman (Sec.), Tim Donovan (Treas.), Edisa Revilla Muller, Ed Fox, Sarah Swift, Jeff Dean, Dan Greene, Sue Zeller, Tai Nixa Peterson, Craig Durham, Co-directors Jessie Lynn and Carolyn Brennan, staff members Colleen Beamish and Michelle Singer.  
Absent: Sarah Davis.
2. The agenda was approved by consent. Walke moved and Zeller seconded approval of the minutes of the 2-15-23 Board meeting. Motion carried. Peterson abstained.
3. Co-director reports were presented in written form. Lynn noted that the sugar maple in front of the library has long been ailing and a visit from a hungry pileated woodpecker signaled its death knell. There will be signage explaining the tree's removal and a new tree will be planted. Brennan reported that East Montpelier voters will hold a second Town Meeting with the library budget on the ballot. The unusual mix up was due to management changes in the town.
4. Lynn gave a comprehensive five-year review of the Library's fundraising history, including the *Give the Library a Lift* (GLL) campaign, which met and exceeded its \$600,000 goal in 2020. Fundraising consultant Christine Graham's 2017 assessment suggested an ongoing need to increase major donor contact and understand why they give to the library. Now that the pandemic has loosened its grip, the plan is for staff to develop relationships with all major donors, to expand business sponsorships, and create more both fundraising and "friend-raising" events. KH now has many ways to donate through Stripe, Paypal or ACH. With new fulltime development director Collen Beamish hired in 2022, a comprehensive strategy to increase planned giving is being created.
5. Singer reported on plans for PoemCity, with 350 submitted poems (100 by students) to be displayed in store windows and over 30 exhibits and programs to be held during National Poetry Month in April and on into May. This year there will be a printed anthology of poems, with pricing on a \$10-20 sliding scale.
6. Beamish reported that fundraising is within \$20,000 of its June 2023 goal, and \$15,000 will be received from sustaining donors and the booksale by then. The booksale is averaging \$2300/month. Trustee Edisa Gonzales Revilla Muller has written the cover letter for the spring

fundraising appeal. Future planned events include the March 30 “meet and greet” gathering for music, snacks and craft-making, and the summer strawberry festival.

7. Lynn reported on the over-heating issue on the second floor. Part of the GLL’s total of \$669,000 was slated for this problem, but further review has indicated definitively that we will need to remove the skylight and install a trussed roof on top of the existing curb. The need for a cooling system, and the fact that our HVAC system is over 20 years old contributed to the Executive Committee’s recommendation to detach the building climate control from the final GLL projects. Donovan moved and Seidman seconded a motion to close the GLL campaign upon completion of the projects slated for this summer, designate \$25,000 toward the overheating problem, and move the remaining funds to the Occupancy Reserve. Motion carried.

8. Committee reports were given in written form. Walke moved and Zeller seconded a motion to approve the updated KH Trustee Job Description. Motion carried.

9. The next full Board meeting will be held Wed., April 19, at 5 p.m. via zoom. The meeting adjourned at 6:02 p.m.

Respectfully, Sarah Seidman, Secretary