

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; Jeff Dean, Vice President;
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John Nelson; Heidi Parker; Tai Nixa Peterson; Sarah Swift

KELLOGG-HUBBARD LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, March 20, 2024, Hayes Room

1. Called to order at 5:00 p.m. by Bridget Asay (President). Present in person: Tim Donovan, Donna Lasick (Treas.), Judy Walke (1st VP), Sarah Seidman (Sec.), Heidi Parker, John Nelson, Tai Nixa Peterson, Craig Durham, Executive Director Dan Groberg, Development Coordinator Colleen Beamish, Michelle Singer (Poem City coordinator). Dan Greene and Edisa Revilla Muller attended via zoom. Absent: Sarah Swift, Sarah Davis, Jeff Dean.
2. The agenda was approved by consent. Donovan moved and Walke seconded approval of the minutes of the 2-21-24 meeting. Motion carried. Nixa Peterson abstained.
3. The ED report was presented in written form.
4. Michelle Singer presented an overview of Poem City in April. Now in its 15th year, Singer has created a Poem City “passport” brochure as a guide to the 250 poems posted around Montpelier. There will also be 35 programs, including a talk by the Boston Poet Laureate on April 17. A history of Poem City in poetry will be displayed in the Hayes Room for the month. Singer also highlighted an eclipse talk to be held at the KH April 6.
5. Committee reports were provided in written form. Development Director Beamish gave an overview of fundraising to date, including \$583,000 in individual donations, \$13,400 in business contributions, and \$176,000 from 25 different grants. This is a 290% increase from last year, with much of the increase attributed to post-flood support. She noted that the mid-year fundraising appeal will be in July.
6. Fund Development Chair Peterson reviewed the responsibilities of all trustees prior to the ambassadorship training session. Trustees represent the KH at all times and need to know its mission and be up-to-date on events and programs at the library. They also need to make their own individual donations monthly or annually. The training exercise allowed trustees to practice their skills in simulated conversations with each other, and helped reinforce that trustees have many opportunities to inform and express their enthusiasm for the library to those they meet.
7. The group reviewed the proposed construction management contract bids. Four firms did site visits of the building and two submitted bids. These were further reviewed and scored by KH Treasurer Lasick, ED Groberg and others and it was recommended that the bid be awarded to HP Cummings. This contract would include construction of the elevator machine room and oversight of the full project. A

“not to exceed” fixed bid for the full project is also required by FEMA and will be prepared. Seidman moved and Walke seconded a motion to authorize ED Groberg to enter into a formal agreement with HP Cummings for the construction management contract. Motion carried.

8. The next full Board meeting will be via zoom, April 17 at 5 p.m.

The meeting adjourned at 6:15 p.m.

Respectfully, Sarah Seidman, Secretary