

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;
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, May 17, 2023 via Zoom

1. Called to order at 5:01 p.m. by Bridget Asay (President). Present: Judy Walke (VP), Dan Groberg (2nd VP), Sarah Seidman (Sec.), Tim Donovan (Treas.), Ed Fox, Sarah Swift, Jeff Dean, Dan Greene, Sue Zeller, Tai Nixa Peterson, Craig Durham, Sarah Davis, Co-director Jessie Lynn. Absent: Edisa Revilla Muller, Co-director Carolyn Brennan.
2. The agenda was approved by consent. Zeller moved and Greene seconded approval of the minutes of the 4-19-23 Board meeting. Motion carried.
3. Co-director reports were presented in written form. Brennan's report highlighted an administrative decision to revise the rules of library conduct to reflect real-time concerns.
4. Executive Committee Chair Asay noted that trustees have an obligation to participate actively in library events as well as meetings. She invited trustees to be involved by volunteering at the Strawberry Social June 10 and signing up to host the Farmers Market library table. She also asked for input on designing the yearly meeting structure and finding ways to build Board relationships.
5. Finance Committee Chair Donovan noted that much research and work goes into building an annual budget. The FY24 budget, like all budgets, is an informed guess, with 4% increase slated for the cost of unexpected items. This year's budget is balanced using \$33 K from the reserve fund to account for a fulltime executive director and his/her possible health care benefits, and the new three-year union contract. The budget suggests a five-percent increase in fundraising efforts but if that goal is exceeded, the draw on the reserve fund will decrease. Donovan moved to adopt the FY24 budget, seconded by Zeller. Motion carried.
6. Policy Committee Chair Greene outlined small changes to streamline the procedure for the Financial Oversight Policy. Greene moved and Donovan seconded the motion to amend the Financial Oversight Policy. Motion carried. Greene also noted administrative changes to the gift acceptance policy including raising how gifts over \$25K are handled. Greene moved and Groberg seconded a motion to amend the Gift Acceptance policy. Motion carried.
7. The next full Board meeting will be held in person Wed., June 21 at 5 p.m. at the library. The meeting adjourned at 5:30 p.m.

Respectfully, Sarah Seidman, Secretary