

KELLOGG-HUBBARD LIBRARY

Established 1894

135 Main Street, Montpelier, VT 05602

802-223-3338 www.kellogghubbard.org

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Executive Committee Meeting

Monday, Feb. 11, 2024

The meeting was called to order at 12:03 p.m. via Zoom by Bridget Asay (Board President). Present: Judy Walke (1st VP), Jeff Dean (2nd VP), Donna Lasick (Treasurer), Sarah Seidman (Secretary), Dan Groberg (Executive Director).

The agenda was approved by consent. Walke moved and Seidman seconded approval of the minutes of the 1-9-24 meeting, Motion carried with Dean and Lasick abstaining.

ED Report: Groberg said the first \$75,000 from FEMA has been received and an additional \$25,000 should be forthcoming. Once the bid package for the library restoration is finalized, an RFP will be issued, with four weeks to collect bids. A Board Officer will be needed March 18 to help select and approve the final bid to be presented to the full Board on March 20.

The new Head Adult Librarian is Sarah Townsend. An assistant circulation librarian is leaving and Groberg may use substitutes in that position until the new fiscal year begins.

The EC received preliminary budget adjustment figures from Groberg, including a 29.3% increase in benefit costs as four additional employees have chosen to use the insurance plan. To manage this \$51,000 increase in expenses, he proposed a 13.6 % increase in fundraising, more active management of our money market and CD, the elimination of the health insurance buffer, a slight reduction in the repair and maintenance line item, and a reduction of funds earmarked for the strategic planning reserve. It is possible that the library will need to have an extra audit because of the magnitude of federal funds received, and the group urged Groberg to get an estimate and a commitment from an auditing firm as soon as this audit seems likely.

The total proposed budget increase for FY25 is 6.2%.

Walke reported that the newly constituted Board Development committee will meet this week, and Lasick said the first meeting of the new Finance Committee will be held next week. Seidman reported that the Fundraising Committee has met and reminded members about the donor appreciation evening at 7:30, Friday March 8.

Asay said the EC's goals for 2024 include completing an update of the bylaws, writing an overview of officer duties, and making sure the library is in alignment with the strategic plan. The group reviewed and approved the agenda for the Feb. 21 full Board meeting.

Seidman moved and Walke seconded a motion to go into executive session at 1 p.m. for evaluation of a library employee. Motion carried. The EC came out of executive session at 1:13 p.m.

The meeting adjourned at 1:14 p.m.

Respectfully submitted, Sarah Seidman, Secretary