

## KELLOGG-HUBBARD LIBRARY

Established 1894

135 Main Street, Montpelier, VT 05602

802-223-3338 [www.kellogghubbard.org](http://www.kellogghubbard.org)

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## Executive Committee Meeting Tuesday, March 12, 2024

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

The agenda was approved by consent. Walke moved and Dean seconded approval of the minutes of the 2-11-24 meeting, Motion carried.

ED Report: Groberg said Town Meeting Day was a strong show of support for the library, with the requests passing in all six communities. Bids from construction managers are due Monday for the construction project and he is expecting two bids. Some firms said the project was too small while others did not have availability on our timeline. He will also get an independent estimate for the project per FEMA requirements. The elevator work should begin in April. The total project will take 8-10 months.

Work on the new library website is underway with completion by the end of April. He and Director of Library Services Picazio are considering a temporary booksale location in the fireplace room, using a more strictly supervised donation system. Picazio and Groberg are planning to switch the catalogue software to a more user-friendly and resource-rich alternative; there may be around \$6K in “onboarding” fees.

The March 8 donor appreciation event was well attended and well received.

Committee Reports: Walke said the Board Development committee is discussing increasing their role in Board engagement. Lasick said the Finance Committee scheduled with the library’s insurance agent and that the budget is showing a significant surplus. The Finance Committee discussed the many unknowns associated with the flood. Lasick said she will consult a “benefit specialist” regarding Groberg’s query about taxation of employee benefits. Seidman reported that the Fundraising Committee will send out a packet before the full March Board meeting so everyone is prepared for the ambassadorship exercise.

The group reviewed and approved the agenda for the March 20 full Board meeting. The Poem City update will be first on the agenda, with a possible finance primer set for the April meeting.

The meeting adjourned at 12:45 p.m.

Respectfully submitted, Sarah Seidman, Secretary