



**Executive Committee Meeting Minutes
May 13, 2025**

The meeting was called to order at 12:02 PM via Zoom by President Sarah Seidman. Also present: Jeff Dean, Bridget Asay, Donna Lasick, Judy Walke, Dan Groberg.

The day's agenda was updated to include proposed uses of an anticipated year-end surplus in the discussion of the FY26 budget, and approved by consent. Lasick moved and Dean seconded approval of the minutes from the April 8 EC meeting. Motion carried.

ED Report. Groberg reported good attendance and feedback from the basement re-opening events, noting that access to the basement will be restricted for another few weeks to complete projects held up by materials issues. The Basement Teen Center is already in use. Overall costs and FEMA payments are on track. A big crane will be onsite on May 20 to remove the information booth and enable roof work on the skylight and AC units. The staff met and generated some great ideas for the Strategic Plan update. Weekly ED updates for the staff have begun and been well-received.

Committee Reports. The Board Development Committee will send out a brief survey to trustees for the annual profile, will invite all trustees to gather informally for supper after the upcoming in-person board meeting, and is beginning the process of recruiting applicants for anticipated board vacancies. There was some reflection on how current bylaws deal with trustees who might end up moving to a different town; no immediate action needed. The Fund Development Committee has been active in planning strategies for the upcoming fiscal year to support the FY26 budget. The Finance Committee has had two working sessions on next year's budget, as well as noting that the year-to-date actual statistics are right on track with the current budget.

Year-end Surplus for FY25 and proposed FY26 Budget. Lasick reported that the staff has identified some helpful uses for \$12,600 of the anticipated surplus, including a water fountain for the children's library and several laptops for in-library use. Any remaining surplus will be addressed after the fiscal year has ended." Asay moved, and Dean seconded, a motion to approve these actions. Motion carried.

Groberg and Lasick summarized the balanced budget presented to and supported by the Finance Committee. Revenue projections are already fixed in terms of municipal support and draw from the endowment, and fundraising goals are achievable given recent history. Personnel expenses reflect some changes in hours or salary, including an intention to bring janitorial services in-house. Lasick moved, and Dean

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**KELLOGG-
HUBBARD
LIBRARY**

seconded, that the EC bring the proposed budget to the full board for its approval at the May meeting. Motion carried.



Strategic plan update and retreat plans. Asay reported that the steering committee has been digesting a lot of data and input, and will meet again shortly to finalize the agenda for the June 8 retreat and coordinate with others as needed. The retreat will begin with the planning portion from 9:00-12:00, followed by lunch at 12:30, and indoor and outdoor activities at the Pease Farm until 4:00.

May 21 Board Meeting Agenda. Other than a slight rearrangement of topics, the draft agenda was approved by consent.

Other upcoming activities. After some discussion, the group agreed to invite board members to volunteer for participation on the negotiating team for the union contract, with an eye to forming the team and beginning the process earlier than in previous years. Groberg mentioned two specific time periods during the summer when he expects to be on leave.

Executive Session. Asay moved, and Lasick seconded, that the committee go into executive session for the purpose of discussing the annual evaluation of the Executive Director. Motion carried and Groberg left the meeting, at 12:58 PM. The group came out of this session at 1:05 PM.

The meeting adjourned at 1:07 PM.