



**Executive Committee Meeting Minutes
August 26, 2025**

The meeting was called to order at 12:00 PM via Zoom by President Sarah Seidman. Also present: Bridget Asay, Jeff Dean, Donna Lasick, Judy Walke, Dan Groberg.

The day's agenda was approved by consent. Lasick moved and Dean seconded approval of the minutes from the July 8 EC meeting. Motion carried. Lasick moved and Walke seconded approval of the minutes from the email voting by the EC on August 14-16. Motion carried.

ED Report. Groberg gave an update on recent staff moves: Caity Kaye was chosen to become the new Youth Programs and Outreach Coordinator, and Aven Williams will replace Caity as Assistant Circulation Librarian. Colleen Beamish has concluded her service as Development Manager, and the position has been advertised. Groberg reported on ongoing planning and application for grants to support collaboration with Norwich students on design/installation of a new play structure during January-May 2026. He described the few remaining aspects of the flood recovery and improvement projects in the building, noting that FEMA is getting ready to close out the projects that they have funded. While patron/neighbor concerns about unhoused people do surface, both administrators are strictly enforcing library rules. EC members expressed support for treating with respect those who behave appropriately.

He reported that the Strategic Plan working group is finishing up its drafting work, with an eye to engaging staff on action steps and benchmarks at its October 13 in-service and to inviting board members to contribute input. The board will be ready to approve the final plan later in the fall, and at least one board committee is already thinking about how their own goals for the upcoming year can align with the plan.

Committee Reports. The Board Development Committee reported that new trustees have been voted in and will be present at the September 17 meeting, along with outgoing trustee Craig Durham. The Finance Committee reported that July financials look to be on track as the new fiscal year begins, and that they are working on an update to KHL's policy about the various financial reserves we keep. The Fund Development committee will continue to be involved in the selection and onboarding of the new Development Coordinator. The ad hoc group working on policies and bylaws is finalizing their work and will bring proposed changes to the EC when those are ready.

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**KELLOGG-
HUBBARD
LIBRARY**

Executive Session. Lasick moved, and Walke seconded, that the committee and the ED go into executive session for the purpose of discussing contract negotiations and where premature disclosure of critical information would prejudice the Library's position. Motion carried. The session began at 12:49 PM and ended at 1:05 PM.

The meeting adjourned at 1:06 PM.