



**Executive Committee Meeting Minutes  
October 7, 2025**

The meeting was called to order at 12:05 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 Walke seconded approval of the minutes from the August 26 EC meeting. Motion carried.

**ED Report.** Groberg reported that Carrie Cleveland has been selected as the Development Manager, and EC members expressed the hope that she might be able to join the October board meeting via Zoom. A reconfigured opening, for Youth Collection Development Manager, has been posted. Groberg noted that some remaining flood recovery projects are underway, as are continuing adjustments to the lighting. There are a few FEMA reimbursements still to be made as projects get completed. Groberg also reported that he has contracted with Susan Palmer after interviewing several leadership consultants, for a series of meetings over the next six months. He described ongoing work to circulate petitions needed for town meeting ballots and specifically invited volunteers to collect signatures at City Hall on Election Day, November 4.

**Committee Reports.** For the Board Development Committee, Walke noted that they will review the new Strategic Plan draft when it is ready, in place of a formal October meeting. For the Fund Development Committee, Groberg reported that fundraising results thus far in FY26 are healthy. For the Finance Committee, Lasick mentioned that financials are tracking to forecast, and that first-quarter statements will be presented at the October 15 board meeting. The Finance Committee has recommended that the certificate of deposit be renewed for a new 11-month term at 3.6% interest. The committee is working on the tax and audit documents for FY25, as well as policy for key reserves. To enable more accurate budgeting for the upkeep of the physical plant, and to determine an appropriate occupancy reserve, the committee is recommending the hiring of a consultant to assess capital needs over a 20-year timeline. For the ad hoc group working on bylaw updates and on a variety of new and revised policies, Groberg reported that they plan to bring proposed changes to the board in batches at the next few board meetings. The staff in-service day on October 13 will be primarily devoted to input on the action steps in the Strategic Plan.

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## KELLOGG- HUBBARD LIBRARY

**Executive Session.** Walke moved, and Dean seconded, that the committee and the ED go into executive session for the purpose of discussing contract negotiations, where premature general knowledge would place the Library at a significant disadvantage. Motion carried. The session began at 12:30 PM and ended at 12:36 PM.

The group reviewed the proposed agenda for the upcoming board meeting, agreeing on a slight change in the order of topics.

The meeting adjourned at 12:50 PM.