



**Executive Committee Meeting Minutes
November 10, 2025**

The meeting was called to order at 3:01 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 October 7 EC meeting. Motion carried.

ED Report. Groberg reported that FEMA approvals were moving through the process. In staff update, he noted that the external candidate for the Youth Collections position had had to withdraw, and Aven Williams will move into that role from her current one. There will be a complicated rearrangement of other staff responsibilities and hours to accommodate this move, and all are pleased with the decision. The Halloween party was a big success, with 145 participants and, though not a formal fundraiser, brought in donations that will cover the direct costs and added some new people to our donor database. Meetings with towns about the KHL funding request are coming along, with Calais just completed and East Montpelier scheduled for early December. At least 550 of the 700 petition signatures for Montpelier are in, with multiple locations continuing to collect signatures; submissions are due in January. Groberg also reported useful learning and tools coming from his leadership coaching, and mentioned that he had participated in two key conferences, with chances to strengthen collaborations with other nonprofits and other library directors, especially those in Manchester and Barre.

Committee Reports. For the Board Development Committee, Walke relayed the message from committee chair Heidi Parker that the committee will not need to meet until after the January board meeting. For the Fund Development Committee, Groberg reported that the book sale donation event went well and that revenues are on budget; the annual fall appeal letters will be going out shortly. For the Finance Committee, Lasick reported that work on the audit and FY'25 tax documents is on track, the 11-month CD has been renewed at an interest rate of 3.4%, and the timing for the capital needs assessment is getting worked out. For the Strategic Plan team, Asay noted that there would be a separate mailing to the board of the final draft, with a summary of key updates to action steps and benchmarks. The overall mission, vision, values, and goals remain the same.

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**KELLOGG-
HUBBARD
LIBRARY**

Executive Session. Asay moved, and Walke 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 3:50 PM and ended at 3:56 PM.

The group reviewed the proposed agenda for the upcoming board meeting, whose main focus will be the discussion and approval of the Strategic Plan.

The meeting adjourned at 3:59 PM.