



**Executive Committee Meeting Minutes
December 9, 2025**

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

The day's agenda was approved by consent. Lasick moved and Dean seconded approval of the minutes from the November 10 EC meeting. Motion carried.

ED Report. Groberg reported that the annual fundraising appeal was going very well, that there were no update on FEMA approvals, and that the auditor team is conducting a site visit on 12/18 and aims to have a draft report by month's end. Town funding petitions are on nearly or fully complete, with some outreach to Berlin donors to help in collecting the remaining signatures needed. The capital needs assessment visit has taken place, and staff are following up on some further information requests. The timing of the assessment will provide helpful material for application to the Department of Libraries capital grants round in March. Groberg also noted that the policy working group has completed its work, including some first-pass suggestions on the by-laws to be included in the Executive Committee's upcoming review.

Review of Draft Policy Updates. The Committee reviewed the summary of policy changes provided by the policy working group, with particular attention to those policies that were new or changed substantially. The administrators recommended, and the committee agreed, that there was a need to focus the Artificial Intelligence Policy on more general overall policy and incorporate the more specific elements into the Acceptable Internet Use Policy and/or reflect them in the relevant implementation procedures and staff training guidelines. Groberg will put together a revised draft reflecting this approach, for the EC's review at its January meeting. Lasick and Dean also noted that the Financial Oversight Policy, and specifically the policy on reserves, while not covered in the working group's summary, was also ready for full Board review.

Lasick moved, and Dean seconded, that the Executive Committee recommend full board approval at the January meeting, of the following policy drafts:

- Administrator Compensation & Evaluation Policy
- Conflict of Interest Policy
- Financial Oversight Policy
- Privacy and Confidentiality Policy

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KELLOGG- HUBBARD LIBRARY

- Program Development Policy
- Records Retention Policy
- Unattended Children Policy

The motion carried.

The updated drafts of the Artificial Intelligence and Acceptable Internet Use policies will be reviewed by the EC at a future meeting, as will the by-laws.

Committee Reports. For the Board Development Committee, no update needed. The EC reviewed committee membership and leadership going forward. For the Fund Development Committee, Groberg reported that the book sale revenues are a bit lower than expected, but that donations to the annual appeal are likely to reach the \$100K goal. For the Finance Committee, Lasick reiterated the progress of audit, tax, and capital needs assessment activities, and noted that financial statements are in good order.

Dates for board meetings in 2026. The consensus was to continue meeting on the 3rd Wednesday at 5:00 PM, a schedule that has worked well so far. Some monthly meetings will be in-person (January, March, May, September, November). Others will be held via Zoom (February, April, October). June meeting TBD. As usual, there will be no regularly scheduled board meetings in July, August, and December.

The meeting adjourned at 1:57 PM.