



**Executive Committee Meeting Minutes  
January 13, 2026**

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

The day's agenda was approved by consent. Dean moved and Walke seconded approval of the minutes from the December 9 EC meeting. Motion carried.

**ED Report**

Groberg reported that many major efforts had been completed in last few weeks, naming the updated Strategic Plan, a financial audit, the capital needs assessment, and the negotiation of the Collective Bargaining Agreement as highlights. He noted that we are still waiting for FEMA close-out. He mentioned upcoming events, including a showing of *The Librarians* at the Savoy on February 12. Planning for PoemCity and summer reading programs is already beginning. The Norwich University students working on the play structure will be attending an upcoming staff meeting, and there will be opportunities for public input as well. We plan to apply for two grants to help cover the cost of the project and are also considering a community fundraising effort. Groberg also reported that there are still a few items remaining on the punch list for the building projects, and that the air conditioning project is anticipated to come in under budget.

**Review of Draft Policy Updates from the Policy Working Group:**

- **Artificial Intelligence Policy**  
The committee's review of the revised overall board-level AI policy led to a lively discussion of what this general policy should accomplish and at what level of detail. The group agreed to continue work on this policy before bringing it to a full board meeting.
- **Library Administrator Compensation & Evaluation Policy**  
The committee reviewed the policy draft, noting that the board only evaluates the Executive Director, who then would evaluate any other administrators who report to them. Groberg will make this change to the draft for Board consideration.
- **Review Draft Bylaws Update from the Policy Working Group**

**Board of Trustees**

Sarah Seidman  
*President, Middlesex*

Bridget Asay  
*Vice President, Montpelier*

Jeff Dean  
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*Montpelier*

John Nelson  
*Montpelier*

Heidi Parker  
*Montpelier*

Tai Nixa Peterson  
*Berlin*

Sarah Swift  
*East Montpelier*

Hunter Thiers  
*Montpelier*



Given the substantial volume of policies and agenda items for the January board meeting, the EC concluded that it would schedule this discussion for the February board meeting.

### **Review Draft Audit Report**

Groberg reported that the audit went well, and that there were no significant findings.

### **Review and Recommend Approval of New Collective Bargaining Agreement**

Asay moved, and Dean seconded, that the Executive Committee recommend full Board approval of the agreement at the January board meeting. Motion carried.

### **Committee Reports**

For the Board Development Committee, Groberg reported that the committee, under the leadership of Heidi Parker, had just met to plan for the upcoming year, anticipating likely vacancies to be filled.

For the Finance Committee, Dean and Groberg mentioned that they are looking at ways to use and anticipate surplus funds as projects conclude, and refining practices for funds held in reserve.

For the Fund Development Committee, Groberg reported that the annual appeal and general fundraising have exceeded expectations for the fiscal year thus far. Bridget Asay will be joining that committee at its next meeting in February.

For the Executive Committee, Seidman will reach out to the ad hoc nominating committee chair to confirm that they have a new slate of officers for election at the January annual board meeting.

Asay departed at 1:01 PM.

### **Draft January Board Agenda and Draft of 2026 Board Work Matrix**

The committee agreed on the revised draft agenda for January 21, reflecting the move of some policy reviews to future meetings. Seidman and Groberg explained the emphasis in the 2026 matrix of aligning agendas with strategic planning goals and objectives. The Board Development Committee has offered to assist with finding ways to engage the board members in key discussions throughout the year. Groberg will update the matrix to reflect the focus of the February meeting on strengthening governance, including bylaws.

The meeting adjourned at 1:08 PM.