KELLOGG-HUBBARD LIBRARY

135 Main St.
Montpelier, VT 05602

E info@kellogghubbard.org
T (802) 223-3338
@KelloggHubbardLibrary
KELLOGGHUBBARD.ORG

Executive Committee Meeting
August 11th, 2026

1. The meeting was called to order at 12:02 PM by President Sarah Seidman. Present from the Executive Committee: Sarah Seidman, Bridget Asay, and Hunter Thiers. Present from the staff: Dan Groberg. Absent from the Executive Committee: Jeff Dean and Donna Lasick.

2-3. The agenda was approved by consent. On a motion by Asay, seconded by Seidman, the June 9th, 2026 meeting minutes were approved unanimously.

4. Executive Director's Report. Groberg reported that the new Director of Library Services is settling into her role well and is helping to create new processes that will increase efficiency. The updated Rules of Conduct were introduced to staff, with staff empowered to interpret these rules in line with the library's goals and strategic vision. There have been a couple of challenges with the unhoused community recently. The Good Samaritan outreach team will be attending the September staff meeting to provide guidance on handling these challenges. Additionally, Groberg is hoping to offer further trainings including a training focused on child abuse and prevention. Finally, Groberg informed the committee that the roof grant decision announcement has been delayed to October.

5. Committee Reports:

a. Board Development Committee: Groberg reported that three applications have been received and the committee will be meeting in September to review these applications and any others that may come in.
b. Finance Committee: Groberg reported that year-end is looking good with a tentative surplus. The Annual Report is underway.
c. Fund Development Committee: Thiers reported that the Fund Development Committee will meet on August 12th to discuss proposals received for the potential Capital Campaign and determine finalists. In total, 6 proposals were received.

6. Town Appropriation Requests. The committee discussed what the library's town appropriation request should be for the coming year. All agreed that Groberg will provide requests, as presented last year, 3.5% increase in Montpelier and 3% in the five towns, for review and further discussion.

7. Review Draft AI Policy. The committee discussed new additions to the policy and formatting. Groberg will prepare a final draft for the Executive Committee to review in their September meeting.

8. Review Draft Conflict of Interest Policy. The committee discussed new additions to the policy and agreed that it should be brought the full Board with

framing around applications to employees. Groberg will prepare a final draft for the Executive Committee to review in their September meeting.

9. There being no other business, the meeting was adjourned at 12:59 PM.