

THE WESTPORT LIBRARY
Westport, Connecticut
Approved Minutes of the Board of Trustees Meeting
October 18, 2017

Trustees Present: Joe Pucci (presiding), Jocelyn Barandiaran, Andrea Berkley, Iain Bruce, Russ Baris, Jonathan Cunitz, Emily DiMiceli (by phone), Holland Dunn (by phone), Rob Haroun, Randy Herbertson, Adrian Hinojos, Celeste LaCroix, Maggie Mudd, Carole Orland, Susan Ross, Andrew Wilk

Trustees Absent: Ken Bernhard, Dan Gross, Lucy Johnson, Cindy Zuckerbrod

Joe Pucci called the meeting to order at 7:32 pm.

President's Report:

Joe abstained from giving a report due to the number of items/reports on the agenda this month.

Executive Director's Report:

Bill introduced Mark Mathias, Founder, and Co-chair of the Westport Maker Faire. Both he and Alex Giannini gave an update on the 2018 MakerFaire, which is now the largest in the state of Connecticut. Creativity and Innovation are at the heart of the event. The theme for 2018 is We are Connecticut...what makes CT a great place?

Mark encouraged Board members to volunteer for the event.

Moshe Aelyon gave an update on the March FLEX Events. The dates are March 21- 25. Each day will provide a unique experience for one or more segments of the community.

Rachel Reese shared that much has been done to reassess the mission of the Library and who and what we are and will be to the community.

Curiosity, Creativity, Community are the central themes in the shifting tone towards engaging patrons. She shared that a new campaign called "I am" will be launched shortly. More to come on that.

Bill showed some photographs showing the progress that is being made with the demolition on the Riverwalk Level.

Transformation Update:

Marc Laibe reported that demo work was going to continue for the next few weeks. On Friday, October 20, they will drill the first test pile.

He also shared that the Tree Warden has signed off on which trees must remain and those that it is ok to remove. Tree removal will begin this week.

Henry Myerberg showed a PowerPoint presentation with renderings of the proposed renovation of the Smilow Children's Library. The design is in keeping with the overall plans for the entire Library, which is functional and flexible.

Treasurer's Report

Jonathan Cunitz reported that the Annual forecast is down slightly.

He discussed the monthly cash forecast and the remaining balances in the Construction and Owner's Contingency.

Finance Committee Report

Russ Baris reported that certain Library Funds had been transferred to accounts at First County Bank.

Iain Bruce described to the Board the procedure that the Library's representatives on the Transformation Project Building Committee were implementing to manage Project construction expenditures over the course of construction. He stated that all day-to-day decisions with respect to Project construction change orders and expenses would be reviewed and approved by the Library Staff and Board members serving on the Library's Building Committee, namely Bill Harmer, Paul Mazzacaro, Russ Baris, and Iain Bruce, in consultation, as necessary, with the Library's Owner's Agent, provided that the sum of all construction expenditures and change orders approved would not cause the total of all Project expenditures to exceed the overall budget amount authorized by the Library Board of Trustees for the Project (currently \$20 million). He stated that the Library Trustees on the Building Committee and the Executive Director would continue to keep the Board informed of the status of Project expenditures, change orders, and budget, at the Board's regular monthly meetings, or more frequently if necessary. It was the sense of the meeting, with all Trustees present agreeing (except Jonathan Cunitz, who requested further explanation), that this process was appropriate and should proceed.

Development Committee

Andrea Berkley reported that there is no significant update since the last meeting.

Barbara Durham reported that this year's Annual Appeal would be a Double Ask. 6 – 7 thousand appeals will be sent within the next few weeks. Board members have been asked to personalize them.

Andrea suggested emailing solicitees and including the link to the Library Transformation video page:

<https://www.youtube.com/watch?v=KkDx-6KD5Y8>

Governance and Nominating Committee Report

Susan Ross reported that the IRS Form 990 was reviewed and approved.

There being no further matters to come before the meeting, Joe entertained a motion to adjourn the meeting for Executive Session to discuss real estate and employment-related matters. A motion to go into Executive Session was made by Russ Baris, seconded by Carole Orland, and unanimously approved by the Board, and the meeting thereupon entered into Executive Session at 9:35 pm.

At the conclusion of the Executive Session, Joe Pucci solicited a motion to adjourn the Executive Session and return to open session. The motion to adjourn was made by Iain Bruce, seconded by Andrew Wilk, and unanimously approved by the Trustees present, whereupon Executive Session was adjourned to the regular meeting at 10:10 p.m.

Jonathan Cunitz then made a motion to authorize the Executive Director to negotiate with the project architect for the preparation of construction documents for the children's library, for an aggregate fee, including amounts expended to date on design development for the children's library, not to exceed \$100,000. Jocelyn Barandiaran seconded the motion, and the motion was unanimously approved by the Trustees present.

Jocelyn Barandiaran then made a motion to extend the Library's consulting agreement with Moshé Aelyon for an additional five months, for an additional aggregate fee not to exceed \$40,000. Joe Pucci seconded the motion, and the motion was unanimously approved by the Trustees present.

There being no further matters to come before the meeting, Joe entertained a motion to adjourn the meeting. Iain Bruce made a motion to adjourn the meeting, seconded by Andrea Berkley, and unanimously approved by the Board, and the meeting was thereupon adjourned at 10:15 pm.

Respectfully submitted by,

Adrian Hinojos
Secretary