

THE WESTPORT LIBRARY
Westport, Connecticut
Approved Minutes of the Board of Trustee Meeting
February 15, 2017

Trustees Present: Joe Pucci (presiding), Jocelyn Barandiaran, Russ Baris, Julie Belaga, Ken Bernhard, Iain Bruce, Jonathan Cunitz (by phone), Emily DiMiceli, Holland Dunn, Dan Gross (by phone), Adrian Hinojos, Lucy Johnson, Marianna McCall (by phone), Maggie Mudd, Carole Orland, Celeste LaCroix, Susan Ross

Trustees Absent: Rob Haroun, Lori Goertz, Cindy Zuckerbrod

Joe Pucci called the meeting to order at 7:33pm.

Minutes from the January 18, 2017 meeting were reviewed. Susan Ross made a motion to accept them and Celeste LaCroix seconded the motion. The motion was unanimously approved by the Board.

President's Report:

Joe reported that an RFP is being put together for a Bridge Finance Loan for the Transformation Project.

He also noted that there will be open positions on Board in June due to terms coming to an end. He encouraged the Board to begin thinking about potential candidates. Elections will take place in June.

Executive Director's Report:

Executive Director Bill Harmer was not able to attend the meeting; Paul Mazzaccaro and Melanie Meyers presented the Executive Director's Report in his stead.

Melanie Myers introduced Robert Kelly, the new Manager of Collection Curation.

Paul Mazzaccaro reported that Bill, Russ and he attended a BOF budget workshop to present the Budget. They were complimented by the Board for the work put in to the Budget and metrics contained within. No changes were suggested. On March 1, 2017 the First Selectman will present the BOS FY18 Budget to the BOF.

Paul noted that the Connecticut State legislature's hearing for the \$1 million construction bond in support of the Connecticut State Library Grant for the Transformation Project is scheduled for February 24th.

Two student programs were recently held at the Library.

- The first was the second annual Utopia Faire where Bedford and Coleytown Middle School students were challenged to create an ideal human society.
- The second was CT History Day presentations made by Staples High 10th graders

There was a packed house for the 16th Annual Crossword Puzzle contest with Will Shortz on February 4th. Larry Weisman presented the Library with a plaque to recognize the crossword puzzle contest winners each year.

Jane Green's event had to be rescheduled due to a snowstorm. It has been rescheduled to February 23rd at 7 pm in the McManus Room.

This year's WestportREADS program has come to a conclusion. A thank you note was shared with the Board from George Hodgeman, author of *Bettyville*.

Transformation Project Update:

Marc Laibe from Soundview Construction reported that the Design Development stage has been completed and he reviewed the project budget changes at this stage. He reported that the project costs continue to be within the total budgeted, and that the project is still tracking to the timetable.

Iain Bruce then gave an update on the RFP that is being put together to send out to local banks requesting a construction bridge loan for the project. Approximately 13 banks will receive the RFP. He then explained why a loan is necessary and gave the overall timeline for how the financing will work for the project.

Paul Mazzaccaro reported that an RFP was prepared and posted on the Town's Website and sent out to vendors for proposals to appraise the Library's art collection. Three proposals were received and all are currently being reviewed.

Paul also reported that a quote was received for removing and relocating the Tile Wall from the Riverwalk Level.

Susan Ross then noted that, as 75% of the Board members were present at the meeting, and asked that a vote be taken to accept the amended and restated Code of Conduct Policy that was reviewed at the prior month's Board meeting.

Susan made a motion to accept the amended policy and Jocelyn Barandiaran seconded the motion. The Board approved unanimously.

Melanie Myers then presented a Statistical Report which compared activity at the Westport Library to neighboring communities of similar size and demographics.

Treasurer's Report:

Jonathan Cunitz reported that YTD revenues and expenses are running close to budget, and reviewed variances. The full year forecast is positive.

Finance Committee Report:

Russ Baris reported that the Library will move forward with the proposed 2017-2018 Budget that was reviewed this week by the BOF.

Russ also reported that the Investment Committee met earlier this month to review investment performance and discussed increasing the amount of funds invested in CD's. Following this discussion, a motion was made by Jocelyn Barandiaran and seconded by Susan Ross to authorize

the Investment Committee to increase the amount allowed to be invested in CD's to up to \$4 million.

The motion was unanimously approved by the Board.

Development Committee Report:

Cindy Clark gave a YTD update regarding the Annual Appeal.

The honoree for Booked for the Evening this year will be Alan Alda. Requests for Sponsorships will go out in March. Ticket sales will begin in April and the event will take place on June 5, 2017.

Cindy also shared that two Board members held small receptions at their homes for prospective donor cultivation. She encouraged others to do the same.

A donor has graciously donated funds for an Espresso Book Machine which can be used for self-publishing books or printing books already existing in print.

A "Grassroots Campaign" Committee has been formed internally at the Library, in connection with the capital campaign. More to come next month regarding this exciting new community campaign.

Barbara Durham gave an update on the YTD Capital Campaign.

Governance and Nominating Committee Report

Susan Ross reiterated what Joe mentioned at the beginning of the meeting regarding upcoming open positions on the Board. She asked Board members to send names of candidates to either Joe, Bill or her.

Adjournment

There being no other matters for discussion, Joe then entertained a motion to adjourn the meeting. A motion to adjourn the meeting was made by Susan Ross, seconded by Lucy Johnson, and unanimously approved by the Board, and the meeting was adjourned at 9:21 PM.

Respectfully submitted by,

Adrian Hinojos
Secretary