

THE WESTPORT LIBRARY  
Westport, Connecticut  
~~A~~Unapproved Minutes of the Board of Trustees Meeting  
February 28, 2018

Trustees Present: Joe Pucci, Jocelyn Barandiaran, Andrea Berkley, Ken Bernhard, Iain Bruce, Russ Baris, Jonathan Cunitz, Emily DiMiceli (by phone), Randy Herbertson, Adrian Hinojos, Celeste LaCroix, Maggie Mudd, Susan Ross, Cindy Zuckerbrod

Trustees Absent: Holland Dunn, Dan Gross, Rob Haroun, Lucy Johnson, Carole Orland, Andrew Wilk

Joe Pucci called the meeting to order at 7:34 pm.

Minutes from the January 17, 2018, meeting were reviewed. Jocelyn Barandiaran made a motion to accept, and Randy Herbertson seconded the motion. The motion was unanimously approved by the Board.

President's Report:

Joe deferred to the Executive Director to report on current activities.

Executive Director's Report:

Mary Parmelee introduced Jeanne Bowles and Brianne Shea, both teachers from Saugatuck Elementary School. They lead the Summer Learning Club, and during the school year, they lead Homework Help twice per week. They shared their experiences with both programs and the difference it's making for the students who attend free of charge.

Bill reported that WestportREADS has wrapped up and thanked Mary Parmelee and Mary Brown for co-leading the month-long events. There were many good programs throughout the month, but one noteworthy one was a documentary film titled "Letters from Baghdad," which tells the story of Gertrude Bell, a British spy, explorer and political powerhouse. The film's directors were invited for a discussion following the film, which was very adeptly moderated by Maggie Mudd.

On February 9<sup>th</sup> the Library presented the proposed FY 2018-2019 budget at a working session of the Board of Finance. The budget appeared to be received well. The formal budget presentation will be made in March.

Russ shared with the Board the budget presentation that was made to the Board of Finance, highlighting key changes affecting the Library's Town funding request.

Bill reported that he is assembling a committee to lead the Community Campaign, which is intended to broaden the reach and hopefully donor base within the community. Currently, the members are Melissa Kane (Chair), Meghan Rutstein, and Iain Bruce.

FLEX Events are quickly approaching. Rachel Pagnataro shared all the various internal and external marketing efforts in order to get the word out. Cindy Clark gave an update on ticket sales.

Lastly, Bill invited everyone to the final Exhibit in the Great Hall this Friday at 6 pm. it's comprised of renderings and photos for the new building. Richard Frank, who has been photographing the Transformation, will be here to talk about his photos.

#### Transformation Update:

Ann Pisetzner from Soundview Construction gave a project budget update. No major changes.

#### Treasurer's Report

Jonathan Cunitz reported that there currently is a small projected deficit in the operating budget. He also reviewed the schedule for funding the transformation project using the bank loan and the state grant money.

#### Finance Committee Report

Russ's report was given during the Director's report. Nothing to add.

#### Development Committee

Emily DiMiceli reported that the Development Committee recently met.

- The Annual Appeal is underperforming due largely to donor's splitting their contributions between the Annual Campaign and the Capital Campaign.
- Randy Herbertson is currently working with staff on updating and revamping our website. It should be ready to be launched sometime this summer.
- The Development Committee is creating "The Great Book of Extraordinary Things" – which is a Wish List for items that will be needed for the Children's Department, The MakerSpace, and the Recording Studio, for donors to consider for purchase.

#### Governance and Nominating Committee Report

Susan Ross reported that the Committee will be meeting next week and that the focus of the meeting is identifying skill sets needed for potential new Board members.

#### Other Matters

The March BOT meeting will be rescheduled to from March 21 to March 28<sup>th</sup> due to FLEX Events.

There being no further matters to come before the meeting, Jonathan Cunitz entertained a motion to adjourn the meeting, and it was seconded by Iain Bruce. The motion was unanimously approved by the Board. The meeting adjourned at 9:04 pm.

Respectfully submitted by,

Adrian Hinojos  
Secretary