

THE WESTPORT LIBRARY
Westport, Connecticut
Approved Minutes of the Board of Trustees Meeting
May 16, 2018

Trustees Present: Joe Pucci (presiding), Jocelyn Barandiaran, Russ Baris, Andrea Berkley, Iain Bruce, Jonathan Cunitz, Emily DiMiceli, Dan Gross, Randy Herbertson, Adrian Hinojos, Lucy Johnson, Celeste LaCroix, Maggie Mudd, Susan Ross, Andrew Wilk, Cindy Zuckerbrod

Trustees Absent: Ken Bernhard and Rob Haroun

Joe Pucci called the meeting to order at 7:40 pm.

Minutes from the meeting held on March 28, 2018, were reviewed. Celeste Lacroix made a motion to approve the minutes, and Cindy Zuckerbrod seconded the motion. The Board unanimously approved the minutes.

President's Report:

Joe welcomed to the meeting several visitors (who are candidates for open Board seats) and deferred his report to Bill.

Executive Director's Report:

Bill talked a little about the future of the Book Sale and introduced Mimi Greenlee, who has been the co-chair of the Book Sale committee since 1995. Mimi stated that the 2018 Summer Book Sale would be July 14-17, the same weekend as the Downtown Merchant's Association's Annual Summer Art Sale. She indicated that used book donations were down from the prior year, leading to lower inventory available for sale. She also noted that costs for the Sale have risen, due to higher tent costs as a result of new regulations, and the cost of the book storage space. Mimi also stated that during Phase II of construction, there would likely be no daily book sales and that the team was not yet sure whether there would be Holiday or Spring book sales, due to space constraints.

Bill recognized the importance of the Book Sales not only as a significant means of raising funds, but also for creating community awareness and fostering the community of Library volunteers. Mimi noted that, starting in June, the Book Sale book sorting team would be using the AP Construction group's trailer in the Jesup Green parking lot for receiving and sorting books during Phase II and III of construction. Also, clear signage would be posted, which the team hoped would help increase book donations. The Board warmly thanked Mimi and her team for their efforts and dedication.

Bill then noted that, as previously announced, *BOOKed for the evening* would be held on June 11 at 7 pm at the Rolling Hills Country Club in Wilton. Bill stated that we were excited to have Westport's own Justin Paul as the honoree, and that Justin is equally excited about being honored. Sponsorships for the event were strong, and invitations would be arriving at homes over the weekend. The committee met today to write notes on the invitations and shared the wonderful program they have put together for the evening, with a few surprises in store. Individual on-line ticket sales began Sunday, May 20.

Bill stated that at the RTM's meeting last week, the Town budget was authorized, including approval of Town funding for the Library's budget, as presented. He thanked the team that worked on preparing the budget.

Bill informed the Board that two large capital campaign donation proposals were currently pending which, if accepted, would make substantial inroads into the remaining amount of funds needed to be raised for the Transformation Project.

Transformation Update

Marc Laibe of the Library's Owner's Rep SCA gave an update on construction progress, including a brief project budget update. Bill noted that the Library would be closed from May 23 to June 3 in order to facilitate the move to the Riverwalk Level, marking the end of Phase I and the commencement of Phase II of construction.

Much of the Library's furniture that will not be used in the transformed space has been donated to community groups such as Homes with Hope, Habitat for Humanity and the Fairfield Library. He also shared that during Phase II some of the Library administrative staff would be working temporarily from office space located at Christ & Holy Trinity Church.

On June 4 there would be a ribbon cutting to celebrate the opening of the Riverwalk Level, at 6:30 pm.

Upcoming events

Jon Meacham, Pulitzer-Prize-winning author returns to Westport on May 18 at 7 pm. The event will be held at Town Hall to a sold-out crowd. Our community partners are The League of Women Voters and the Yale Clubs of Eastern and Lower Fairfield County.

Treasurer's Report

Jonathan Cunitz reported that the operating budget is trending toward ending up with a small surplus.

Finance Committee Report

Russ reported that the committee has met with the auditors to discuss the upcoming annual audit.

Development Committee Report

Emily reported on the progress of the Squarespace Digital Platform for the "wish list" of items needed for the Library. There will be a link connected to the Transformation website.

Governance and Nominating Committee Report

Susan Ross reported that Holland Dunn and Carole Orland have both resigned for personal reasons from the Board. Both were also Gov/Nom committee members, creating vacancies on the Committee. She then reported that, at the Gov/Nom Committee earlier that evening, Joe Pucci appointed Jocelyn Barandiaran and Iain Bruce to the Gov/Nom Committee, subject to Board approval as provided in the By-Laws. A motion was made by Jonathan Cunitz to approve the appointment of both Jocelyn Barandiaran and Iain Bruce to the Gov/Nom Committee. The motion was seconded by Cindy Zuckerbrod, and unanimously approved by the Board.

Susan stated that there would be four vacancies on the Board at the end of the current fiscal year, one of whom would be appointed by the Board, and three by the RTM. She stated that, as in prior years, the Gov/Nom Committee was working in partnership with the RTM's Library, Museum and Arts Committee to interview prospective candidates to fill the vacant positions. She stated that interviews were being scheduled for May 30 and early June and invited interested Trustees to attend. Nominations of new Trustees would be made at the Board's June Meeting.

Susan then noted that, in accordance with the Library's By-Laws, a slate of officers for the 2018-2019 fiscal year would be presented to the Board for approval at the Board's June Annual Meeting. Under Section 5.3 of the By-Laws, notice of the proposed slate of officers is required to be given at least 15 days in advance of the meeting. She stated that materials for the June meeting likely would not be circulated early enough to meet that requirement, so she would be seeking Trustees' waivers of the 15-day notice requirement. Cindy Zuckerbrod made a motion to waive the 15-day notice requirement in the by-laws for notification of the proposed slate of officers for the 2018-2019 fiscal year, Celeste Lacroix seconded the motion, and it was unanimously approved by the Trustees present. Jocelyn noted that waivers from Trustees who were absent from this meeting would also be sought.

Susan then reported that Joe has stated that, after three years as President of the Board, he needed to step down from the office due to work demands. She stated that at the Gov/Nom Committee meeting earlier in the evening, the Committee voted to nominate Iain Bruce for President of the Board, and to nominate for reappointment all the other Officers currently in office.

There being no further business, Joe then entertained a motion to adjourn the meeting. The motion to adjourn was made by Cindy Zuckerbrod, seconded by Celeste Lacroix, and unanimously approved by the Board, and the meeting was adjourned at 8:40 pm.

Respectfully submitted by,

Adrian Hinojos
Secretary