Approved Minutes of the Board of Trustees Meeting  
Schine Room, YMCA, 7:30 pm  
January 16, 2019

Trusted Present: Iain Bruce (presiding), Jocelyn Barandiaran, Russ Baris, Scott Bennewitz, Andrea Berkley, Ken Bernhard, Jonathan Cunitz (Phone), Emily DiMiceli, Randy Herbertson, Rob Haroun, Sivan Hong, Lucy Johnson, Celeste LaCroix, Maggie Mudd, Jeremy Price, Joe Pucci, Pat Wieser (Phone), Andrew Wilk

Trusted Absent: Adrian Hinojos, Susan Ross

Iain Bruce called the meeting to order at 7:32 pm. He introduced Preeti Davidson, the new CDO and she shared a bit about herself with the Board.

Transformation Update
Rob Haroun reported that the project remains on schedule and on budget. Still looking at completion date in June 2019. Marc Laibe of Soundview Advisors, the Library’s Owner’s Representative, reported there continues to be unallocated contingency funds available in the budget, and he reviewed some of the outstanding items. He noted that the Finance Committee was also reviewing the project contingency.

After an introduction by Iain, Bill Harmer led a presentation regarding a proposed Annex to be placed onsite to facilitate book donations and sorting for the annual book sales. Henry Meyerberg, the transformation project architect, participated in the presentation. Larry Weissman, pro bono project real estate attorney, also participated. Trustees had a lively discussion of the pros and cons of the Annex and the cost and timing thereof. Iain then stated that discussion of the topic will continue at the next Board meeting, at which time a vote will be taken to determine if the project proposal should proceed.

Strategic Planning
Sivan Hong presented a revised draft of the Library’s Strategic Plan, reflecting Trustees’ prior comments, a copy of which had been circulated to Trustees prior to the meeting. After discussion and concurrence regarding changes, Sivan asked that motion be made to accept and approve the Strategic Plan with the suggested changes. Rob Haroun made the motion to approve and it was seconded by Celeste LaCroix. The motion was unanimously approved.

President’s Report
Iain requested a motion to approve the November and December 2018 meeting minutes. Scott Bennewitz made a motion to accept both months’ minutes and Rob Haroun seconded the motion. The minutes were unanimously approved, except that Jocelyn Barandiaran abstained from voting on the December meeting minutes as she was not present at that meeting.
Iain shared that Susan Ross has asked to step down as VP of Governance and Nominations, due to outside commitments. She will however remain a member of the Committee. Iain stated that Maggie Mudd has agreed to serve as VP of Gov/Nom for the remainder of Susan’s term, and he asked that a motion be made to elect of Maggie Mudd to the office of Vice President - Governance and Nominations, to serve through the end of the current fiscal year. Andrea Berkley made the motion, which was seconded by Randy Herbertson, and unanimously approved by the Board.

**Development Committee**
Emily DiMiceli welcomed Preeti. She then discussed the focus of the Annual Appeal toward Unrestricted Funds this year and noted that, so far, donations are trending ahead of last year at this time. She also shared that the letters sent out digitally have been well received and that another letter will be going out in February. She also shared that the Development team is concentrating on capturing data that will help with future solicitations. Andrea shared that the logistics of a March book sale are being considered, and that the Library has received an abundance of book donations to sustain the sale.

**Treasurers Report**
Jonathan Cunitz referred Trustees to the treasurer’s report circulated to Trustees prior to the meeting. He noted there continues to be a modest surplus forecast for the fiscal year. The report also included a review of the successful results of the pop-up Library Store.

**Finance Committee Report**
Russ Baris reported that the Finance Committee was reviewing Transformation Project potential contingency items with Marc Laine, and was evaluating project cash flow, in order to be able to make a recommendation as to the timing and amount that should be borrowed by the Library under the project’s bank line of credit. Russ also noted that the Library had recently met with First Selectman Jim Marpe to for an initial discussion regarding the Library’s proposed budget for fiscal 2019-2020. The Committee continues to work with management on the Library’s 2019-2020 Budget and request for Town funding, for presentation to Board of Finance in February.

**Executive Director Report**
Bill thanked Heli Satgg for her efforts in setting up and running the pop-up store for 39 days on Church Lane. She masterfully merchandised the products and the store. He also thanked Randy Herbertson for finding and securing the temporary store location.

**Other Business**
Randy shared that the newly designed website is coming along and should be ready to launch shortly.

Iain then stated that the Executive Session on the Agenda was being deferred to the next Board meeting. There being no further business to come before the meeting, Iain entertained a motion to adjourn the meeting. Emily DiMiceli moved to adjourn, and Celeste LaCroix seconded the
motion. The Board unanimously approved the motion, and the meeting was adjourned at 9:19 pm.

Respectfully submitted by,

Jocelyn Barandiaran
Acting Secretary