

**Approved Minutes of the Board of Trustees Meeting
Board Room 210, 7:30pm
July 17, 2019**

Trustees Present: Iain Bruce (presiding), Jocelyn Barandiaran, Russ Baris, Scott Bennewitz, Andrea Berkley, Ken Bernhard, Jonathan Cunitz, Emily DiMiceli, Puja Dhanraj, Rob Haroun, Randy Herbertson, Adrian Hinojos, Sivan Hong, Celeste LaCroix, Maggie Mudd, Meena Pellerin, Jeremy Price, Faye Schoenherr, Pat Wieser, Andrew Wilk

Trustees Absent: None

President's Report

Iain Bruce called the meeting to order at 7:35 pm.

The Board welcomed the three newest members - Puja Dhanraj, Meena Pellerin and Fay Schoenherr. Everyone introduced themselves.

Iain reported that the RTM LMA Committee, and the RTM, approved the reappointment of both Rob Haroun and Adrian Hinojos to the Board for their second 4-year terms.

The RTM LMA Committee and the RTM also approved the appropriation of \$141,000 from the capital non-recurring fund held at the Town, for the Annex.

Jocelyn then made a motion to approve the June 19, 2019 meeting minutes.

Andrew seconded the motion, and the motion was approved by the Board, with one abstention by Ken Bernhard.

Iain reviewed the new committee members. Andrea made a motion to approve the committee members, and Emily Seconded. Motion approved Unanimously.

Building Committee Update

Rob Haroun reported that the building opened on time and on budget.

Marc Laibe reported that the Annex is scheduled to be delivered on or about September 6th, and site excavation has already begun and should be completed by September.

He also reported that AP Construction continues to address the items on the Library's punch list.

Treasurer's Report: J. Cunitz

Jonathan Cunitz reported that the Operating Budget for fiscal year 2018-1019 has a slight deficit.

Wafaa Nagar stated that final numbers for FY 2018-19 were still being updated, after the June 30th fiscal year end, and that as a result of recent adjustments, she now expected there to be a small surplus of approximately \$20,000. As discussed at the Finance Committee, any surplus will be allocated to the legal reserve. She also noted that the auditors will begin work on the annual audit the following week.

Finance Report: R. Baris

Russ Baris reported that during the last month, the Finance Committee has been working with the Development Committee on developing a new format for the Development Budget.

Development Committee: E. DiMiceli & A. Berkley

Emily DiMiceli spoke about working with the Finance Committee and the reformatting of the Development Department reports. Reporting will be done quarterly, rather than on a monthly basis, which both committees believe will facilitate better tracking of patterns.

Emily spoke a little about the upcoming annual Appeal and asked everyone to begin putting their lists together of donors to reach out to.

Iain then made a motion to approve the Fiscal Year 2019/2020 Development Budget as circulated prior to the meeting, and Andrea Berkley seconded the motion. The motion was unanimously approved.

Jocelyn Barandiaran then gave a progress report on the expansion of the mission of the Library's Book Sale. She discussed the project team; management's decision to spin the Book Sale off to an independent 501(c)(3); community partners with which

the team had engaged; and on-going next steps. She noted that the spin-off would likely be completed in time for the Spring book sale. Jocelyn also reported that in April, the Connecticut Department of Developmental Services announced a new grant program to provide start-up funds for new businesses seeking to employ individuals with disabilities. Jocelyn stated she was very pleased to report that the new book sale entity applied for, and in the end of June was awarded, a grant of nearly \$50,000 under this new grant program.

Gov/Nom Committee: M. Mudd

Pat Wieser reviewed the following policies that the committee has been revising:

- Code of Conduct
- Event Space Policy
- Meeting Room Policy
- Art Exhibition Policy

Copies of these proposed policies were distributed to Trustees prior to the meeting. Slight changes were suggested to the Code of Conduct and Art Exhibition Policy, to conform content to the other policies. Scott Bennewitz made a motion to approve all 4 policies, as amended. Rob Haroun seconded the motion. The Board unanimously approved.

Pat also noted that the agreements and procedures associated with the Event Space, Meeting Room and Art Exhibition policies are currently also being revised. She also noted that the Board is responsible for the governance of policies and not the agreements, nor the step by step operational procedures.

Executive Director Report: B. Harmer

Bill Harmer and Rachel Pegnatero showed a PowerPoint presentation highlighting the first couple of weeks of the Library since the reopening.

Rachel shared that the Ribbon Cutting event had over 3000 attendees and that attendees were from all neighboring towns as well as Westport. A survey conducted shortly after the opening, as well as much anecdotal evidence, indicates that people are very excited about the new building and all the new offerings.

Rachel shared that the Library's Social Media has grown and that the Library has hundreds of new followers.

She then shared the “30 days of the Library” campaign which has been and will continue to showcase uniquely, something new at the Library every day for the first 30 days following the re-opening.

Bill reported that attendance has been robust, and that the Library is averaging 1500 people per day, and that 300 new library cards have been issued. He reported that people have expressed pleasure with all the new and improved service desks. People seem to be enjoying the co-working spaces. Bill also shared that the Governor’s office has inquired about recording a podcast from the Library. Children’s Programs so far have had strong attendance numbers and the number of children registered for the Summer Reading Club has already exceeded last year’s total.

The café is experiencing strong sales, satisfaction with the menu, and patrons seem to enjoy the view from the outdoor deck. “Laptops Anytime” is experiencing strong circulation, and the Grandstand seems to be the center of gravity...people really like hanging out, working at one of the desks or just sitting in the bean bag chairs. Meeting rooms are booked all day, the “Library of Things” is getting a lot of attention, and the Maker Space has steady activity.

There being no further business, Iain made a motion to adjourn to Executive Session to discuss employment matters at 9:22 pm. The motion was seconded by Randy Herbertson and unanimously approved.

At 9:55pm, Randy Herbertson made a motion that the Board come out of Executive Session. The motion was seconded by Sivan Hong, and unanimously approved. Iain Bruce then sought a motion to approve the compensation for the Executive Director for fiscal year 2019-2020, as discussed in Executive Session. The motion was made by Jonathan Cunitz, seconded by Celeste LaCroix, and unanimously approved.

Iain then entertained a motion to adjourn the meeting. The motion was made by Andrew Wilk, seconded by Celeste, and unanimously approved, and the meeting adjourned at 9:56 pm.

Respectfully submitted by,
Jeremy Price
Secretary