

Approved Minutes of the Board of Trustees Meeting
Schine Room, Westport YMCA, 7:30 pm
October 17, 2018

Trustees Present: Iain Bruce (presiding), Jocelyn Barandiaran, Russ Baris, Scott Bennewitz, Ken Bernhard, Andrea Berkley, Jonathan Cunitz, Randy Herbertson, Rob Haroun, Adrian Hinojos, Sivan Hong, Lucy Johnson, Celeste LaCroix, Jeremy Price, Joe Pucci, Susan Ross, Pat Weiser, Andrew Wilk

Trustees Absent: Emily DiMiceli, Maggie Mudd

Iain Bruce called the meeting to order at 7:31 pm.

Minutes from the September 26, 2018 meeting were reviewed. Iain Bruce made a motion to approve them, and Jonathan Cunitz seconded the motion. The motion was approved with one abstention from Ken Bernhard.

President's Report

Iain distributed Conflict of Interest forms to be filled out and returned by all Board members.

He talked about developing a new Strategic Plan and that a committee had been formed to create the framework for decisions on how the Library operates and delivers its mission. Committee members are Jocelyn Barandiaran, Russ Baris, Scott Bennewitz, Sivan Hong (Chair) and Jeremy Price.

Transformation Update

Marc Laibe, the Library's Owner's Rep from Soundview Construction Advisors, gave an update on construction progress and reported that the project continues to be on schedule. The project continues to be on budget as well. The opening is still planned for June 2019.

Treasurer's Report

Jonathan Cunitz reported that the Operating Budget has a modest forecasted surplus.

Finance Committee Report

Russ reported that the Form 990 has been completed and will be submitted.

Development Committee Report

Andrea Berkley reported that the Annual Appeal materials were being prepared and the Appeal would commence in November. She encouraged all Board members to actively talk it up and reach out to everyone they know.

Board packets will be available November 1 at Mackenzie House for pick-up. She noted that if anyone is unable to pick up their packet, someone would be happy to deliver it to the members' homes.

Appeal letters should be personalized and mailed no later than November 6. Randy and Andrea have been working on cross-referencing all recipients with events each have supported in order to personalize letters more individually.

This year there is a digital version of the Annual Appeal letter for those more inclined to respond digitally.

Governance and Nominations Committee Report

Susan Ross reported that the committee had formed a subcommittee to review and revise the Board Surveys. The subcommittee members are Scott Bennewitz, Celeste LaCroix, and Pat Weiser.

Susan then reported that the By-Law review had been started. She made a motion for the Board to engage the law firm of Cohen & Wolfe to advise and assist the Board in the review of the Library's By-Laws and Charter and any recommended revisions, and to authorize the payment of fees in connection therewith of up to \$15,000, to be paid from the Reserve Fund. Celeste LaCroix seconded the motion. Following discussion, the motion was approved, with one abstention from Ken Bernhard.

Executive Director Report

Bill gave an update on the success of the Inaugural Saugatuck StoryFest. Preliminary numbers are that there were approximately 2500 attendees from Westport, Norwalk, Bridgeport and other surrounding towns. There was a diverse group of attendees. Most of the events and panels were fully subscribed. Keynote speakers were terrific. The general feedback has been positive. The community felt that there was a high level of talent and that programming was excellent. He also discussed some ways in which event execution could be improved.

A survey has been sent to volunteers and participants. A committee will meet to debrief and discuss ways to improve the event next year.

The Malloy Lecture is Monday, October 22. Andrew Wilk shared the evening's program lineup. He also shared that he and Bill had been interviewed on air by Richard Epstein on WPKN earlier that afternoon.

Bill also updated the Board on the recruitment of a Chief Development Officer. He interviewed five candidates and narrowed it down to two. They have been invited to meet with the search committee on October 25.

Finally, Library staff is beginning to plan the Ribbon Cutting Ceremony for the Transformed Library. Staff is also focused on securing programming for all the various spaces within the Transformed Library after the opening in the Spring of 2019.

There being no further business, Iain entertained a motion to adjourn the meeting at 8:40 pm. Andrew Wilk made a motion to adjourn, and Joe Pucci seconded the motion. The motion was unanimously approved by the Board.

Respectfully submitted by,
Adrian Hinojos
Secretary

Next Board Meeting
Wednesday, December 19, 2018
TVB, 56 Church Lane