Approved Minutes of the Board of Trustees Meeting
April 18, 2018

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

Trustees Absent: Ken Bernhard, Holland Dunn, Dan Gross, Rob Haroun, Maggie Mudd, Joe Pucci, Carole Orland

Jocelyn Barandiaran called the meeting to order at 7:32 pm.

Minutes from the meeting held on March 28, 2018, were reviewed. Jonathan Cunitz made a motion to approve the minutes, and Randy Herbertson seconded the motion. Following discussion, the motion to approve the minutes, as presented, was approved by a vote of 11 in favor, none against, with 2 Trustees, Iain Bruce and Susan Ross, abstaining due to not being present at last month’s meeting.

President’s Report:
Jocelyn deferred the President’s report to Bill.

Executive Director’s Report:
Bill reviewed upcoming dates of the transition of Library services to the interim space for Phase II of the transformation project. He noted that the dates are subject to change. From May 14 through the 22nd staff will begin transitioning to the Riverwalk Level. May 23 through June 3 the Library will be closed to the public to complete the move. The Library will reopen to the public on the Riverwalk Level on June 4. The Marketing department is preparing talking points and communication for the public which will be available shortly.

The Parking Plan was discussed. When work begins on the upper levels, Construction will fence off the 3 rows of parking spaces closest to the Library building in the upper-level lot. In order to maximize the availability of parking spaces for Library patrons, Paul is in discussion with the Police Department to limit parking duration to three hours in both the upper and Jesup Green lots.

Bill shared that he and Paul have been in discussion with the Town regarding office space for staff in the Admin, Marketing, Programming, and Development offices during the interim phase. Adams Academy is a potential site. Other locations are also being considered.

A subcommittee has been set up to identify and strategize soliciting a principal gift from donors with the potential to make this type of gift.

FLEX follow up: As people come in to pick up their books from the Sam Kass event, the Development Team is talking with them about the project, and a few have asked for more information about the Capital Campaign.

Marc Laibe from Soundview Construction then gave an update on the Building Project and budget. The project is currently 20% completed.
Bill noted some Upcoming Events:

- The 7th Annual MakerFaire is this Saturday. Bill encouraged all Board members to attend.
- Booked for the evening’s honoree is Justin Paul. The date and venue are still to be determined.
- Malloy Lecture will be in honor of Leonard Bernstein this year. Date and venue to be confirmed.
- May 18th – Jon Meacham will be speaking at Westport Town Hall.
- April 25th – Screening of Marshall at the Bow Tie Cinema – This event is sold out.

Treasurer’s Report
Jonathan Cunitz reported that there currently is a slight surplus in the Operating Budget. Jonathan is closely tracking the Capital Campaign Forecast to determine how much money will be needed and when.

Finance Committee Report
Russ reported that the Library presented its budget to the RTM Library, Museum & Arts Committee, which was very supportive. The RTM will vote on the Town’s budget, including the Town allocation to the Library, in May.

Development Committee
No update.

Governance and Nominating Committee Report
Susan Ross reported that Holland Dunn and Carole Orland would be resigning from the Board due to personal matters. Bill has been speaking with prospective candidates. The Gov Nom committee once again is coordinating with the RTM LMA committee so that candidate interviews may be held jointly. Information Sessions for interested candidates are scheduled for May 8.

Other Matters
There being no further matters to come before the meeting, Jocelyn made a motion at 8:59 pm to go into Executive Session to discuss Labor matters. Adrian Hinojos seconded the motion. The motion was unanimously approved by the Board.

Jonathan Cunitz made a motion to come out of Executive Session at 9:05 pm and it was seconded by Andrew Wilk. There were no votes required to be taken as a result of matters discussed in Executive Session.

Jocelyn then entertained a motion to adjourn the meeting. The motion to adjourn was made by Andrew Wilk, seconded by Susan Ross, and unanimously approved by the Board, and the meeting adjourned at 9:05 pm.

Respectfully submitted by,

Adrian Hinojos
Secretary