Approved Minutes of the Board of Trustees Meeting
Board Room 210, 7:30pm
October 16, 2019

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

Trustees Absent: Ken Bernhard, Maggie Mudd

Iain Bruce called the meeting to order at 7:33 pm.

Mission Moment
Iain introduced Heli Stagg, the Library’s Manager of Café and Retail. Heli gave the Board a thorough report on how both the café and store are performing since the Library’s re-opening.

Building Committee Update
Rob Haroun reported that the Annex was delivered and is in place. Currently he is waiting for the electrical contractors to finish their work. Shelving has been put in place. Next step will be inspection.

President’s Report: I. Bruce
Iain asked for a motion to approve the minutes from the September 18, 2019 meeting. Celeste LaCroix made a motion to approve and Scott Bennewitz seconded the motion. The Board unanimously approved.

Iain then passed out annual Conflict of Interest forms to Board members, to be completed and returned to Robin Powell. He had no further report.
**Treasurer’s Report: J. Cunitz**
Jonathan reported that we are three months into the current FY and that we are on Budget, with the forecast showing a slight surplus.

**Finance Report: R. Baris**
Russ Baris reported that period during which the Library may draw funds down under the Bank Loan will end at the end of October. He stated that the Finance Committee considered the issue and was not recommending any additional draw-downs under the Loan. Discussion followed. No motion was necessitated following discussion.

**Development Committee: E. DiMiceli & A. Berkley**
Emily DiMiceli reported that Annual Appeal season is about to begin. She and Andrea outlined the process for Board members to reach out to friends and colleagues and gave the timeline for such activities. Personalization of Appeal letters will take place on October 30 in the Library Board Room from 1 pm to 9 pm.

Emily also reported that the Finance Department had provided the Committee with the first newly-formatted quarterly report for Development activities vs. budget. She stated that the new format will enable Development to more effectively track information and trends.

**Gov/Nom Committee: P. Wieser**
Pat Wieser advised that there was no Committee report, as the Gov/Nom Committee did not meet in October.

**Executive Director Report: B. Harmer**
Last month Bill announced that he would have a new format for his reports. Tonight, he shared a Powerpoint “Dashboard” which provided various statistics of Library performance since reopening. A few highlights vs. first quarter of 2017 are: Patron visits are up 40%, many more teens are utilizing the space, Café revenue and sales are up 114%, program attendance is up over 100% and meeting room bookings are up over 56%.
Rachel Reese then gave an update on how our Social Media platforms are performing; she noted that engagement and followers are trending up.

Bill gave an update on the Saugatuck StoryFest. 2700 people attended. The authors were all very pleased with the overall event and many have asked to come back next year. R. L. Stein, the keynote speaker, was particularly pleased and spent time engaging with everyone during his book signing. The new technology in the building worked very effectively in support of the programming.

Andrew Wilk then shared a programming idea that he is working on for the Library: “Andrew Wilk Presents...” Some of the speakers and presenters that he is inviting are: Mick Davie, Kevin Bachar and Bob Ballard. It is sure to be an exciting series with these award-winning producers.

Bill let the Board know that the Malloy Lecture was fully subscribed in a matter of 30 minutes. Art Spiegelman, the American cartoonist, editor, and comics advocate best known for his graphic novel Maus, is the keynote speaker. His work as co-editor on the comics magazines Arcade and Raw has been influential, and from 1992 he spent a decade as contributing artist for The New Yorker.

Another new programming venture the Library is embarking on is the Chris Trefz Newsmaker Series. Jeff Pegues will be the moderator for the series with Mo Rocca being the first guest on January 18, 2020.

Bill shared that the History Files that were given to the Westport Historical Society on loan during our renovation will be returned soon. It has been decided to turn the Joel Davis Family Room on the Riverwalk Level into the Joel Davis History/Research Room.

The studios and post production room have commenced activity.

Other Business
Scott Bennewitz asked for an update at the next meeting on the Book Sale and the new vision.
Iain then entertained a motion to adjourn the meeting into Executive Session. The motion was made by Rob Haroun, seconded by Russ Baris and unanimously approved, and the meeting adjourned at 9:03 pm.

At 9:08 p.m. Jonathan Cunitz moved to come out of Executive Session; Jocelyn Barandiaran seconded the motion, and the motion was unanimously approved. No votes were required to be taken as a result of matters discussed in executive session.

There being no further business to come before the meeting, Iain entertained a motion to adjourn the meeting. The motion was made by Andrew Wilk, seconded by Celeste LaCroix, and unanimously approved, and the meeting thereupon adjourned at 9:08 p.m.

Respectfully submitted by,
Jeremy Price
Secretary