

**Approved Minutes of the Board of Trustees Meeting  
Board Room 210, 7:30pm  
November 20, 2019**

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

**Trustees Absent:** Ken Bernhard, Iain Bruce, Emily DiMiceli, Celeste LaCroix,

Sivan Hong called the meeting to order at 7:34 pm.

**Mission Moment**

Rachel Pagnataro reported that there will be a restructuring of the Library Magazine. There will be a new focus to the magazine and it will be distributed bi-annually. Discussion on the proposed changes followed.

**President's Report: Sivan Hong for Iain Bruce**

Sivan asked for a motion to approve the minutes from the October 16, 2019 meeting. Pat Weiser made a motion to approve and Scott Bennewitz seconded the motion. The Board unanimously approved.

Sivan reported that with the resignation of Board member Adrian Hinojos a position on the Board is vacant, which is an RTM appointee. Once the new RTM/LMA committee has been established, the Gov/Nom committee will present a candidate for approval.

Sivan also reported that Iain has begun working with Bill and Jeremy to organize and plan a retreat for the Board.

### **Treasurer's Report: J. Cunitz**

Jonathan reported that he is still forecasting a modest surplus. He also noted that he has added a line item in his report to track the Café and Retail and sales. The forecast for those is positive as well.

Jonathan then reported that the Library is peaking on its bank loan. Collection of pledges through the end of the year will continue and then the Library will begin to pay the loan back.

### **Finance Report: R. Baris**

Russ Baris reported that the committee has just begun to work on F/Y Budget for 2020/2021 and, in keeping with past practice, the Committee anticipated presenting a proposed budget to the Board at its December meeting. Thereafter, the first milestone in the budget process will be to meet with the First Selectman and the Board of Finance in January.

### **Development Committee: E. DiMiceli & A. Berkley**

Andrea Berkley thanked Barbara and Suzy for all their help in organizing the mailings of the Annual Appeal.

Over 5500 letters have gone out with nearly 2000 personally signed by the Board. Andrea reported that donations are slightly ahead of where we were last year at this time.

A follow-up Annual Appeal letter will go out to all those whom have not responded, in January.

Rachel Pagnataro shared what is being done on Social Media to support the Appeal.

### **Gov/Nom Committee: P. Wieser**

Pat Wieser reported that her committee met and that Wafaa Nagggar presented the Form 990 which is submitted to the IRS each year. The committee agreed that everything was in order and approved the submittal.

She also reported the committee is currently working with Bill on a Social Media Policy for Employees.

In addition to working on that Policy, the committee will review other policies not yet reviewed or updated and create a schedule/timetable to review on a regular basis.

### **Executive Director Report: B. Harmer**

Bill reminded the Board that this weekend is the Holiday Gift and Book Sale and encouraged everyone to stop by.

He then shared that for various reasons, mainly due to weather and high temperatures in July, that the Summer Book Sale will be held indoors, at Staples High School in their cafeteria.

He then asked Jocelyn to update the Board on execution of the enhanced vision and mission of the Book Sale. Jocelyn reiterated that the Book Sale's mission is still to raise money for the Library, and will still be largely volunteer-run, but will now have a dual purpose/vision also to provide employment for adults with disabilities. The book sale will be managed by a separate 501(c)(3), so that it can operate and fund-raise separate from the Library.

She shared that there will be a fundraiser shortly to raise awareness about this new mission and that a teaser bookmark will be given out at the Book Sale this weekend.

Rob Haroun then reported that there have been a few stumbling blocks causing a delay in opening the Annex. He said that P & Z was coming to the Library tomorrow and that he anticipated that a temporary Certificate of Occupancy should be granted. He then shared the new idea for "exterior beautification" of the Annex. He shared a visual of a graphic wrap that Miggs Burroughs has designed. It will need to be approved by the Architectural Review Board and Zoning Board of Appeals.

Bill then gave an update on the search for the new Director of Development. No search firm has been hired, but he has received over 40 applicants. Several have been invited for telephone screening interviews. From those he will select the top candidates to meet with him individually. He'll narrow down to 2 or three candidates to come in for interviews with key staff members and the Search Committee previously formed.

Bill then gave an overview of the past few weeks' events at the Library and what's coming up.

### **Other Business**

There being no further business to come before the meeting, Sivan entertained a motion to adjourn the meeting. The motion was made by Rob Haroun, seconded by

**Andrew Wilk, and unanimously approved, and the meeting thereupon adjourned at 9:18 p.m.**

**Respectfully submitted by,  
Jeremy Price  
Secretary**