The Westport Library
Westport, Connecticut
Approved Minutes of the Governance and Nominations Committee Meeting
November 5, 2019

Members Present: Pat Wieser (Chair), Scott Bennewitz, Iain Bruce (by phone), Maggie Mudd, Jeremy Price

Members Absent: Celeste LaCroix, Rob Haroun, Ken Bernhard

Staff attending: Bill Harmer, Wafaa Naggar and Robin Powell

The meeting was called to order at 4:06 pm by Pat Wieser.

A motion to approve the September 17, 2019 minutes was presented by Scott Bennewitz, seconded by Jeremy Price. The motion was unanimously approved.

Wafaa led a review and discussion of the Form 990, which is an informational guide sent to the IRS. Donors look at it to see how the Library uses funds collected for Programming, Management and Fundraising. A motion was made by Pat Wieser to approve the Form 990 as presented and it was seconded by Scott Bennewitz. The motion was unanimously approved. The report will be shared with the Board at the December meeting.

Bill then presented a DRAFT of the Social Media Policy. After discussion and suggested changes, Jeremy Price offered to rework the document. Jeremy will forward to the committee for comments once he has completed it.

The Committee then discussed reviewing all the other Policies and dates for the Library. A schedule will be set for future review of all policies. Robin will send copies out to the committee for review.

Other business:
Discussion on the open Board position created by Adrian Hinojos’s resignation and whether or not to fill the position now, or, to wait until March, when the new Trustee process for 2020/2021 begins. The RTM needs to be notified of the vacancy. Robin has sent Lois Shine an email and Bill will speak with her.
Scott Bennewitz talked about the yearly surveys for the Board and Executive Director, and timing, distribution and reworking of them for this year. The committee agreed to look at the surveys at the next meeting.

Iain Bruce, Jeremy Price and Bill are going to meet in the upcoming weeks to plan a Board retreat.

A motion to adjourn the meeting was presented at 5:34 pm by Jeremy Price, seconded by Scott Bennewitz, and approved by the committee.

Respectfully submitted,
Robin Powell