Approved Minutes of the Board of Trustees Meeting
Board Room 210, 7:30pm
December 18, 2019

Trustees Present: Iain Bruce (presiding), Jocelyn Barandiaran, Russ Baris, Scott Bennewitz, Andrea Berkley, Jonathan Cunitz, Randy Herbertson, Celeste LaCroix, Maggie Mudd, Meena Pellerin, Jeremy Price, Andrew Wilk

Trustees Absent: Ken Bernhard, Puja Dhanraj, Emily DiMiceli, Rob Haroun, Sivan Hong, Faye Schoenherr, Pat Wieser

Iain Bruce called the meeting to order at 7:35 pm.

Mission Moment
Melanie Kelley, Manager of Reference, gave a presentation on LibGuides.

President’s Report: Iain Bruce
Iain reported that Bill had been called to Michigan for a family emergency and would not be at the meeting. He then noted a change to the minutes of the November board meeting, submitted by Rob Haroun, and asked for a motion to accept the minutes as so amended. Jonathan Cunitz made a motion to accept the minutes and Celeste LaCroix seconded the motion. The motion was passed with two abstentions.

Iain then reported that the Building Committee had recently met and was happy to report that the Transformation Project was completed on time and on budget, with nearly $200,000 of budgeted contingency still unspent and available. The Building Committee will be making a recommendation to the Finance Committee as to how much contingency should continue to be reserved for unidentified construction items.

Iain then addressed the Board Surveys that Trustees completed earlier in the year. He reported that he, Jeremy and Bill are developing an agenda for a proposed Board
Retreat to be held early next year, to focus on the areas that the survey reflected that Trustees felt most needed attention. Robin will send out a Doodle poll with a few dates for consideration.

Treasurer’s Report: J. Cunitz
Jonathan reported that there is a small surplus forecast for the end of the year.

Finance Report: R. Baris
Russ Baris reported that the committee has begun to work on F/Y Budget for 2020/2021. The first milestone in the budget process will be to meet with the First Selectman and the Board of Finance Chair in January to discuss budget needs. A formal presentation to the Board of Finance will take place in February.

Development Committee: E. DiMiceli & A. Berkley
Andrea Berkley gave an update on the Annual appeal. The Appeal is running slightly ahead of where we were last year at this time. She encouraged the Board to continue to reach out to friends and family. A second letter will be going out shortly to all those that have not responded to the first one.

Gov/Nom Committee: P. Wieser
Maggie reported that there is no report as the committee did not meet.

Executive Director Report: Melanie Myers for Bill Harmer
Jocelyn Barandiaran gave an update on the Winter Holiday and Book Sale. Although successful, proceeds were lower than 2017. She attributed this, in part, to the fact that, starting in late September, acceptance of book donations and processing were halted for what turned out to be two months, instead of the originally-planned two weeks, in connection with the transition from the temporary trailer to the Annex. She also noted that lawn signs publicizing the sale were less visible throughout town, as more than half of the signs — even those on volunteers’ private property — were removed by one or more lawn sign “vigilantes”. She also noted that the response from volunteers was terrific, and that sale expenses were lower than in the past, principally as a result of being able to utilize library tables in the Forum.
Jocelyn also reported that the Annex officially opened on December 4, and book donation volume appears to be comparable to what it was in the past.
Melanie Myers gave an update on the recruitment for the Director of Development replacement. Several candidates have been interviewed and the selection process has narrowed to two candidates. Those two will meet with Board President and Sr. VP after the holiday, then the Selection committee will interview and make final decision. An announcement will me made at the next Board meeting.

**Other Business**

There being no further business to come before the meeting, lain entertained a motion to adjourn the meeting to Executive Session. The motion was made by Jocelyn Barandiaran, seconded by Russ Baris, and unanimously approved, and the meeting thereupon adjourned to Executive Session at 8:21 p.m.

At 8:48pm Randy Herbertson moved to come out of Executive Session, Jonathan Cunitz 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, lain entertained a motion to adjourn the meeting. The motion was made by Andrew Wilk, seconded by Andrea Berkley, and unanimously approved, and the meeting thereupon adjourned at 8:48 p.m.

Respectfully submitted by,
Jeremy Price
Secretary