Approved Minutes of the Board of Trustees Meeting
Board Room 210, 7:30pm
January 18, 2020

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

Trustees Absent: Jocelyn Barandiaran, Ken Bernhard

Guests: Amy Kaplan and Dick Lowenstein from the RTM/LMA attended the meeting.

Iain Bruce called the meeting to order at 7:31 pm.

Mission Moment
Kathleen Malloy, Team Leader/Patron Services gave a presentation on the enhanced Customer Service Standards and how they align with the Library’s Mission Statement.

President’s Report: Iain Bruce
Iain asked for a motion to accept the minutes from the December 18, 2019 meeting. Rob Haroun made the motion, which was seconded by Celeste LaCroix. The motion was approved by the Board, with one abstention.
Iain shared that the Board retreat will be in March. Jeremy will speak with the facilitator about an added date and a new poll will be sent out. The Board will be notified soon with the date. It will be either the 21st or 28th.

Treasurer’s Report: J. Cunitz
Jonathan reported that both revenues and expenses are up from the budget but that the forecast shows a slight surplus. The café income shows a profit and that forecast is good. Jonathan also reported that Book Sale revenues are up as well.

**Finance Report: R. Baris**
A preliminary Operating Budget presentation was given to the Board by Iain Bruce and Russ Baris. Iain shared that he and Bill had met this morning with Jim Marpe and Brian Stern and that within the next week the Library will submit the initial proposed budget and narrative to the Town. He shared that they have taken a close look at both the controllable and uncontrollable expenses facing the Library and came up with strategies to address them. Russ made a motion to approve the submission of the Budget as presented and Sivan Hong seconded the motion. The motion was unanimously approved by the Board.

**Development Committee: E. DiMiceli & A. Berkley**
Emily DiMiceli gave the quarterly update on the Annual Appeal. She said that there is great momentum and that the commitments and receivables are tracking ahead of where the Library was at this time last year. Both she and Andrea reiterated to the Board that the letters that went out with personalized messages had a much higher return rate than those without. Andrea encouraged the Board to follow up with those on their lists that have not contributed thus far. The committee decided to place an insert in the current magazine which goes to every household in Westport as a potential means to attract new donors.

**Gov/Nom Committee: P. Wieser**
Pat Wieser reported that the committee met and reviewed the new Social Media Policy as it relates to employees, with Attorney Courtney George. The committee approved the policy with suggested changes. No vote was required. The committee also put together a schedule for review of all policies. Five policies will be reviewed this year. Ken Bernhard will look at them and make suggested changes to the committee at next month’s meeting. Pat also let the committee know that a decision has been made not to fill the position on the Board created by the resignation of Adrian Hinojos. Rather, the position will
be filled in June during the regular solicitation of new trustees subject to RTM/LMA agreement.

Executive Director Report: Bill Harmer
Bill gave an overview of the first six months of new Library operations and the successes and changes the Library has seen. In particular, the Library has seen a more comprehensive and diverse group of users. High School student use, in particular, has risen exponentially.
2100 people used the Library last Saturday, a record for the Library.
Programming is up over 40%.
Meeting Room usage is up 88%.
2700 laptops have been checked out since the re-opening in June.
All social media platforms are up.
Community Partnerships are up 58%.
Bill then shared some upcoming events with the Board and that a candidate for the Director of Development position has been selected. Pending a background check they should be offered the position by early next week and an announcement will be made.
Melanie then shared that the Library in collaboration with Marcia Selden Catering will be hosting an event to showcase the Library to event planners in February.

Other Business

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 Randy Herbertson, and unanimously approved, and the meeting thereupon adjourned at 8:52 p.m.

Respectfully submitted by,
Jeremy Price
Secretary