

**The Westport Library
Westport, Connecticut
Approved Minutes of the Governance and Nominations Committee Meeting
March 10, 2020**

Members Present: Pat Wieser (Chair), Scott Bennewitz, Ken Bernhard, Iain Bruce, Rob Haroun, Celeste LaCroix, Maggie Mudd,

Members Absent: Jeremy Price

Staff attending: Robin Powell

The meeting was called to order at 4:09 pm by Pat Wieser.

A motion to approve the February 11, 2020 minutes was presented by Pat Wieser with two minor changes. Ken Bernhard made the motion to approve the minutes with changes and Iain Bruce seconded the motion. The motion was unanimously approved by the committee.

The committee reviewed the Conflict of Interest Policy. Ken offered to rework the draft. There was discussion on Board members providing services either personally or via the company they work for and if this would be considered in direct conflict. The committee agreed that it would be up to the Executive Committee to make that determination. It was noted that each Board member is required to sign a COI statement each year.

The Media Relations Policy was reviewed. Two typos were found and will be corrected. Scott Bennewitz asked that this policy and all Library policies be worded in gender neutral terms. The committee determined that the idea would be brought before the Board for discussion at the April Board meeting.

A motion was made by Iain Bruce to approve the policy with changes and subject to approval by Board at the April Board meeting. The motion was seconded by Rob Haroun and unanimously approved by the committee.

Both the Borrowing and Library Card Policies were reviewed. Ken will rework the Borrowing Policy and will co-ordinate with Melanie regarding the Library Card Procedures and how to best reference it in the Borrowing Policy. Changes will be presented at the

April meeting. The committee agreed that the Library Card Policy should be and is more procedural than policy.

Scott Bennewitz then shared the ideas and reasoning behind revisions for both the Executive Director Survey and the Board Survey. He and Celeste will present the final versions at the April meeting.

Other business:

Pat shared the 2020 New Trustee Recruitment Timetable and the Ad that will be in the press release announcing that the Library is seeking candidates for the Board. This will be done after discussion and input from Amy Kaplan, Chair of RTM's LMAC.

A motion to adjourn the meeting was presented at 5:15 pm by Scott Bennewitz and seconded by Celeste LaCroix, and approved by the committee.

Respectfully submitted,
Robin Powell