

Approved Minutes of the Board of Trustees Meeting
Zoom Conference Call, 4:00 pm
June 17, 2020

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

Trustees Absent: Celeste LaCroix

Guests: Dick Lowenstein from the RTM/LMA attended the meeting along with newly appointed Board members Fred Klein, Jenna Markowitz, Stefano Pacifico, Krishna Patel, Barrie Rosen, and Sheila Ward.

Iain Bruce called the meeting to order at 4:02 pm.

President's Report: Iain Bruce

Iain shared that the new Board members would be joining shortly, after a vote to formally appoint them. He stated that, prior to this evening's meeting, the RTM had, in accordance with the Library's By-Laws, appointed Barrie Rosen and Sheila Ward as Library Trustees, each for a term of four years. Jenna Markowitz has been appointed to a three year term, to fill the remaining term of Adrian Hinojos.

Pat Wieser then recapped the Trustee interview process, including noting that there had been 18 applicants, 3 of whom withdrew from consideration, and 15 Zoom interviews held in conjunction with the RTM/LTA Committee. She stated that, at its most recent meeting, the Gov/Nom Committee had voted to recommend that the Board elect as Trustees Stefano Pacifico and Krishna Patel each for a term of four years, and Fred Klein to serve for three years to fill the remaining term of Puja Dhanraj, who was resigning because she and her family are moving out of state. Pat then asked for a motion to elect Fred Klein, Stefano Pacifico and Krishna Patel to the Board, for the term lengths previously indicated; Rob Haroun made the motion, which was seconded by Puja Dhanraj and the Board unanimously approved.

New Trustees entered the Zoom meeting at approximately 4:10 pm
lain shared the Rules of Order for the Zoom call which is being recorded by the Town of Westport.

lain then invited everyone on the call to introduce themselves and give a brief bio.

Treasurer's Report: J. Cunitz

Jonathan reviewed the Treasurer's report previously circulated to the Board. He noted that the forecasted deficit for the fiscal year has increased due to decreased revenues during the Library's closure due to COVID-19. He also noted the deficit would be impacted by the amount that the PPP loan is not forgivable. The amount to be forgiven is currently in a state of flux.

He reported that the FY will likely end flat, considering that revenues are down, but expenses have been cut where possible.

Finance Report: R. Baris

Russ reported that the committee has spent the last month focusing principally on two things: the Construction Loan and the PPP Loan.

The key point on the construction loan is that the Finance Committee endorsed paying down \$200,000 of the outstanding loan balance.

On the PPP loan, the key point was that the government modified the terms of the loan in a way that may allow the Library to have more than 8 weeks of staff compensation payments forgiven. This would help the Library offset shortfalls in revenue without having to significantly deplete our reserves or ask the Town for an additional appropriation.

Development Committee: E. DiMiceli & A. Berkley

Andrea began with thanking outgoing Board members who had served on the committee: Maggie Mudd and Puja Dhanraj.

Nancy Klein then talked about the Summer Learning Clubs and Summer Camps. The camps are: (1) Filmmaking for Teens with Mick Davie, and (2) Camp Explorer for grades 4 – 8. Both in large part are being made possible by a generous donation from Roz & Bud Siegel.

Nancy also noted that the Board solicitations done by following up with Annual Appeal solicitation lists proved to be quite fruitful.

Suzy Hooper will be sending out annual solicitation lists to the Board soon, for review.

Gov/Nom Committee: P. Wieser

Pat Wieser asked for a motion to accept the revised Code of Conduct for Conflict of Interest for Board members, which had been circulated prior to the meeting. Scott Bennewitz made the motion to approve as amended and Jocelyn Barandiaran seconded the motion. The Board unanimously approved the motion.

Pat thanked the Board for 100% participation in completing the Board performance surveys this year. Once the analytics have been compiled, the information will be shared with all Board members.

She closed with thanking outgoing Board members Ken Bernhard and Maggie Mudd for their contributions to the Committee.

Executive Director Report: B. Harmer

Prior to the meeting, Bill distributed a detailed report to the Board regarding plans for the incremental re-opening of the Library. He shared the extensive measures that will be implemented to maximize staff and patron safety and minimize risks of contamination from materials soon to be circulated. He talked about the many challenges surrounding reopening during this uncertain time, and also assured the Board members that he is working closely with the Town, and is also in weekly contact with his professional colleagues.

The Library has rented a trailer for quarantining books and other materials and will be using the Annex as well. Once removed from there they will go to the Komansky Room for further decontamination with exposure to UVC light.

June 15, 2020 was the first day of Curbside Pick – Up. 440 people had placed holds for over 1100 items. Home delivery is also in effect at the moment.

Bill then talked about Phase 2 and re-opening of the Library. He provided details about what that will look like: rules for entry, new hours, protocols, capacity, etc.

Bill then talked more in depth about the Summer Learning Clubs that Nancy spoke about earlier. There will be 40 classes this year for grades 1 – 8 and nearly all are fully subscribed at this point.

Details for the Filmmakers Series for teens with Emmy Award winner Mick Davie were shared. The deadline to enroll for the camp is June 29th.

He then shared what a few of the days at Camp Explore will look like, including the first day where they children will “Blast Off” to Mars with the new NASA Perseverance Rover! Bob Ballard will be hosting a talk one day from the Nautilus when he heads out to sea in July, a day with Jerry Craft, NY Times Illustrator and Author, women’s softball All American and Olympian star Jennie Finch, and the camp will end with a Campfire and scary story to be read by R.L. Stine... lots more to come!

Upcoming Events: June 18th Howard Blum

June 25th – Marc Lasry w/ Jeff Peques – Trefz Newsmaker Series

July 3rd – Tom Petty – Drive -in concert at Imperial lot

July 11th – Supper and Soul - Mullet

Regarding current Racial Injustice issues, the Library is collaborating with TEAM Westport on speaker programs relating to these issues. Staples High School students recently approached the Library and would like to put together a Concert to raise awareness regarding the Black Lives Matter movement.

Jocelyn then reminded everyone that the Summer Book Sale has been canceled, but that the Silent Auction had gone live and is currently underway. She shared that a First Edition of Emily Dickinson poetry was currently on the block with a bid of \$5250.

The Book Sale Committee also continues to explore other methods and venues for selling books. She also noted that it is still uncertain as to when book donations will be accepted once again.

Both Iain and Bill then gave end of year closing remarks to the outgoing Board members.

Other Business

There being no further business to come before the meeting, Iain entertained a motion to adjourn the meeting. A motion was made by Andrew Wilk, seconded by Jeremy Price and unanimously approved by the Board, and the meeting thereupon adjourned at 6:02 p.m.

Respectfully submitted by,

Jeremy Price
Secretary