Approved Minutes of the Board of Trustees Meeting
Zoom Conference Call, 5:00 pm – Recorded by Town of Westport
July 29, 2020

Trustees Present: Iain Bruce (presiding), Scott Bennewitz, Andrea Berkley, Jonathan Cunitz, Emily DiMiceli, Randy Herbertson, Sivan Hong, Fred Klein, Celeste LaCroix, Krishna Patel, Meena Pellerin, Jeremy Price, Barrie Rosen, Faye Schoenherr, Pat Wieser, Andrew Wilk

Trustees Absent: Rob Haroun, Stefano Pacifico

Guests: Amy Kaplan & Dick Lowenstein from the RTM/LMA

Iain Bruce called the meeting to order at 5:03 pm – Rules of Order were noted.

President’s Report: Iain Bruce
Iain asked if everyone had read the minutes from last month and asked for a motion to approve. Andrew Wilk made a motion to approve the June 18, 2020 meeting minutes and the motion was seconded by Pat Wieser. The motion was unanimously approved by the Board.

Iain discussed the surveys that were completed by 100% of the prior Board. A plan has been developed regarding how to use the information garnered from those surveys. Iain will share the results after this meeting. He tasked the committee chairs to speak about the results relating specifically to their committees and how they might improve the efficacy of their committees relating the Board’s mission.

Gov/Nom Committee: P. Wieser
Pat read the recommended Slate of Officers:
- Iain Bruce – President
- Sivan Hong – Sr. VP
- Jonathan Cunitz – Treasurer
- Jeremy Price – Secretary
- Scott Bennewitz – VP Finance
- Emily DiMiceli – VP Development
Pat Weiser – VP Governance & Nominations
Meena Pellerin made a motion to approve the proposed Slate of Officers and Celeste LaCroix seconded the motion. The motion was unanimously approved.

Development Committee: E. DiMiceli & A. Berkley
Emily thanked Bill and his team for having set up a thoughtful and appropriate series of programs that have and will continue to make a difference within the community and surrounding areas during these challenging times.
Andrea spoke about the Annual Appeal and the strategic importance of the solicitation lists each Board member has been sent. She requested that everyone take a good look at their list and edit as needed. The Appeal will begin in September with a direct mailing going out immediately after Labor Day.
Nancy reiterated the importance of the solicitation lists and added that if anyone has new names to add that they should be sent to her. She also discussed a Fall Fundraiser idea to help make up the financial loss the Library has encountered due to not being able to have Booked for the evening this year. More details to come next month.
The Summer Book Sale scheduled for July was canceled due to COVID-19, but a decision has been made to hold a Book Sale over Labor Day weekend, inside the Library. The Annex began accepting books two weeks ago and is already overstocked, so there will be ample books to hold the sale. All the necessary social distancing and mask wearing protocols will be followed to keep the event safe for everyone.

Treasurer’s Report: J. Cunitz
Jonathan reviewed the Treasurer’s report previously circulated to the Board. He pointed out a few changes since the document had been circulated. He noted that there was a deficit for the year, in large part due to decreased revenues due to closure of the Library due to COVID-19. The Finance Committee has recommended transferring funds from the reserve to cover the deficit balance. At the time of this meeting the forecast for the remainder of the year was unavailable due to the FY 2019-2020 just ending.
Jonathan shared with Board that the committee has approved a Capital Improvement Plan which will be covered partially by the money left over in the contingency from the Transformation Project Budget.
Finally, Jonathan noted that the bank loan for the Transformation Project will be paid back by the end of this Fiscal Year.

Finance Report: S. Bennewitz
Scott reported that Jonathan had covered the deficit and using the reserves to cover it.
He also reported that Wafaa is currently putting together the paperwork for forgiveness of the PPP loan.

Bill then shared with the Board that he is currently interviewing a few candidates to fill Wafaa’s role upon her retirement at the end of August. He is hopeful that decision can be made with the next week.

**Executive Director Report: B. Harmer**

Prior to the meeting, Bill distributed a detailed report regarding the Phased Re-Opening of the Library and Program Highlights. He stressed how the staff have had to pivot and readjust their way of thinking to respond to the circumstances presented by COVID-19, while maintaining and keeping the Strategic Plan front and center. Further reinvention will continue to be necessary.

He shared that the re-opening feedback has been overwhelmingly positive. Patrons are delighted to be able come back inside the library. People have been mindful of the social distancing and mask protocols. Numbers of people entering the building are nowhere near pre-pandemic numbers, averaging 350-400 people per day.

Virtual programs will continue for the foreseeable future. Bill recommened that everyone tune into Camp Explore which is really for children in grades 4 – 8, but is equally enjoyable for adults. Some notable “camp directors” are Jennie Finch, Bob Ballard, Jerry Croft and RL Stine. He also mentioned that the Teen Diversity contest which was canceled in April will be a virtual event in August – the three winners will be reading their essays from the Library, with a few dignitaries on hand to present their awards and congratulate them.

**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 6:19 p.m.

Respectfully submitted by,

Jeremy Price
Secretary