

Approved Minutes of the Board of Trustees Meeting
Zoom Conference Call, 6:00 pm – Recorded by Town of Westport
September 16, 2020

Trustees Present: Iain Bruce (presiding), Scott Bennewitz, Andrea Berkley, Jonathan Cunitz, Emily DiMiceli, Rob Haroun, Randy Herbertson, Fred Klein, Celeste LaCroix, Jenna Markowitz, Stefano Pacifico, Krishna Patel, Meena Pellerin, Jeremy Price, Barrie Rosen, Faye Schoenherr, Sheila Ward, Pat Wieser

Trustees Absent: Sivan Hong, Andrew Wilk

Guests: Dick Lowenstein from the RTM/LMA

Iain Bruce called the meeting to order at 6:10 pm – Rules of Order were noted.

President's Report: Iain Bruce

Iain thanked the Board for their participation in signing and getting the Annual Appeal letters out.

He deferred the remainder of his comments to the committee chairs.

Minutes of the June 17, 2020 and July 29, 2020 meetings were unanimously approved by the Board.

Gov/Nom Committee: P. Wieser

Pat reported that the committee met and in large part discussed the results of the FY end 2020 Board Surveys.

Treasurer's Report: J. Cunitz

Jonathan reviewed the Treasurer's report previously circulated to the Board.

He noted that revenues are down significantly due to COVID-19, but that actual expenses are below budget leaving the Library in a better position than expected. The Finance committee will be taking a critical look at the budget forecast with the help of Wafaa.

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 the committee met with the auditors for the annual audit. He reported that it was a clean audit the auditors expressed no areas of concern.

He noted that the Form 990 has been prepared and will be presented to the Gov/Nom committee at the October meeting for action.

Regarding the PPP loan, Scott shared that Wafaa has prepared everything necessary to apply for forgiveness. The auditors, however, suggested holding off on submitting the request due to changing guidelines and processes.

Development Committee: E. DiMiceli & A. Berkley

Andrea opened with thanking Suzy and Nancy for all their help with the Annual Appeal and she also thanked the Board for personalizing letters. She noted that 4795 letters went out on September 8th and the Library has already received donations totaling nearly \$6000.

Andrea also talked about the Booksale which turned out to be a huge success. She also explained how quickly the Book Sale Venture team was able to pull it all together.

Nancy Klein talked about the upcoming Fall Fundraiser, Show of Shows, which will be a virtual event on October 24th, 2020. Solicitation packages will be sent out shortly.

She also talked about another upcoming virtual event featuring General Wesley Clark on October 1 at 6:30 pm. There will be a small private gathering at the Library with prospective donors to meet and greet the General after his presentation.

Executive Director Report: B. Harmer

Prior to the meeting, Bill distributed a detailed report.

He shared that Wafaa Naggar has graciously agreed to stay on in a part-time basis until a replacement for the Director of Finance has been hired. He shared that he and Melanie have been interviewing prospective candidates, but the initial search candidates did not work out.

Bill shared that Cody Daigle-Orians, one of the managers for Programming, has resigned for personal reasons.

Bill encouraged everyone to sign in for virtual StoryFest beginning this week and continuing until September 29th.

Due to patron demand and positive feedback from staff, the Library has decided to take the next step to reopening and begin adding more services for patrons. Hours will remain the same for the time being, but possible services to be reactivated are: small meeting space, copy and fax, public computers, Library of things, MakerSpace and Media Studios by appointment.

Bill then elaborated on the Fall Fundraiser Show of Shows, and shared some of the sketch ideas.

He talked about the success of the summer Learning Clubs, Global Camp and Filmmaker Camp and announced that the Siegel's have generously agreed to donate the funds to host these again next summer.

The Library will be hosting a virtual Film Festival in November. More to come on this.

And finally, Bill shared that after the tropical storm the WiFi usage increased tremendously. The community filled the outdoor seating area by the café, the Riverwalk and Jesup Green to take advantage of the Library's WiFi. Bill acknowledged the importance of the Library during these types of crisis and is working with the Town on becoming a part of the Town's Emergency Plan.

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 Jonathan Cunitz, seconded by Fred Klein and unanimously approved by the Board, and the meeting thereupon adjourned at 7:05 p.m to enter Executive Session.

No votes were taken in Executive Session.

A motion to adjourn from Executive Session was made by Randy Herberston and Pat Wieser seconded the motion. The Board unanimously approved the motions and the meeting adjourned at 7:45 pm.

Respectfully submitted by,

Jeremy Price
Secretary