

**Approved Minutes of the Board of Trustees Meeting
Zoom Conference Call, 6:00 pm – Recorded by Town of Westport
October 18, 2020**

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

Trustees Absent: None

Guests: Jocelyn Barandiaran, Dick Lowenstein

Iain Bruce called the meeting to order at 6:04 pm – Rules of Order were noted.

President's Report: Iain Bruce

Minutes of the September 16, 2020 meeting were unanimously approved by the Board.

Iain reminded everyone that Show of Shows is scheduled for Saturday, October 24th at 7 pm. He encouraged everyone to attend.

He then announced that Sivan Hong will be moving to California with her family at the end of the school year. For that reason she has decided to step down from her current role as Sr. VP on the Board, to allow someone else the opportunity to fill that spot. She will remain in the Board until the end of this Fiscal year.

Gov/Nom Committee: P. Wieser

Pat reported that due to the Sr. VP role being vacated, Jeremy Price is being nominated to fill that role, and because he is currently the Secretary of the Board, that Andrea Berkley is being nominated to fill that role. Pat made a motion to approve Jeremy Price as Sr. VP of the Board, and Andrea Berkley as Secretary of the Board. Sivan Hong seconded the motion and the motion was unanimously approved by the Board.

She then shared that the Form 990 will be shared with the Board at the November meeting.

Pat also shared that due to feedback from the year end Board surveys, a mentoring programming has been established. Senior Board members have been paired with incoming members from last year and this year to answer any questions and offer guidance as a means of acclimating to Board.

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 the COVID-19 closure which canceled Booked for the evening. There are also losses due to the retail store and café being closed.

Forecasting a deficit of \$285,000 which will be somewhat offset due to salaries not being paid for positions having not yet been filled. It will be further offset when approval for forgiveness is received for the PPP Loan. Jonathan shared that the Library meets all the requirements for forgiveness. He also shared that the Library is in very good shape moving forward.

There was discussion on the upcoming fiscal year and how the PPP will affect the budget.

The Capital Campaign report is much the same as last month. There is a forecast of excess funds which will allow paying back the Tishman Fund.

Finance Report: S. Bennewitz

Scott reported that a portion of loan for the Transformation Project has been paid back and that puts the Library ahead of schedule for repayment.

November marks the beginning of the Budget process for the Finance Committee.

Scott shared that the Investment Committee is scheduled to meet next week and that he will have more to report on this at next month's meeting.

Development Committee: E. DiMiceli & A. Berkley

Emily shared that the Development Committee has been working very hard since the summer to develop a fundraising plan for this year. In particular, the Annual Appeal, the Book Sale and Show of Shows as a virtual event to replace Booked for the evening, which was canceled this year due to COVID-19. She encouraged everyone to continue to reach out to friends and have them support Show of Shows.

Andrea reported that the Annual Appeal continues to be doing well. She shared that receivables are close to the target goal of \$125,000. She shared that the open rate for the email originally sent out was 50% and that a year end letter is scheduled to go out soon.

Nancy Klein talked about the upcoming Fall Fundraiser, Show of Shows, which will be a virtual event, hosted by Bill and David Pogue, on October 24th, 2020. Initial financial support for the fundraiser has surpassed the targeted goal.

Executive Director Report: B. Harmer

Prior to the meeting, Bill distributed a detailed report.

Some highlights from his report are: Alex Giannini has been promoted to Associate Director of Programming. During his tenure and direction, the Library has seen thousands of new users.

Bill then shared in detail his Phase 3 re-opening plans, which is slated to happen the week after the election if all goes well. One of the major highlights during this phase is that curbside pick up and open operating hours will be combined. Meeting rooms will become available for very small groups and Social Distancing will be required. The Children's Department policies and procedures will remain the same.

Andrew and Bill talked about the Show of Shows rapidly approaching and the work that remains to pull it together. Andrew shared what fun it was to film and encouraged everyone at the Board to tune in on Saturday the 24th. Bill announced that the fundraising efforts have exceeded the goal. He thanked his staff and Andrew for the herculean effort this project took on.

Bill let the Board know the Library will be used as a polling station on November 3 and that the Library will be closed otherwise.

Some notable programs coming up:

- Malloy Lecture
- Jeff Pegues
- Andrew Wilk presents: Jay Schadler
- GLLG – Virtual 3 day leadership summit

Progress is being made on the Capital Improvement Plan.

And finally Bill shared that they have two fantastic candidates for the Director of Finance position.

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 Celeste LaCroix and unanimously approved by the Board, and the meeting thereupon adjourned at 7:16 p.m to enter Executive Session.

Executive Session opened at 7:20 pm.

No votes were taken in Executive Session.

A motion to adjourn from Executive Session was made by Andrew Wilk and Celeste Lacroix seconded the motion. The Board unanimously approved the motions and the meeting adjourned at 7:45 pm.

Respectfully submitted by,

Andrea Berkley
Secretary