

**Approved Minutes of the Board of Trustees Meeting  
Zoom Conference Call, 6:00 pm – Recorded by Town of Westport  
December 16, 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, Krishna Patel, Meena Pellerin, Jeremy Price, Barrie Rosen, Faye Schoenherr, Sheila Ward, Pat Wieser, Andrew Wilk

**Trustees Absent:** Stefano Pacifico

Iain Bruce called the meeting to order at 6:03 pm – Rules of Order were noted.

**President's Report: Iain Bruce**

Minutes of the November 18, 2020 meeting previously distributed were reviewed. Iain asked for a motion to accept the minutes. Jeremy Price moved to approve the minutes and Celeste LaCroix seconded the motion. The minutes were unanimously approved by the Board.

Iain then introduced and welcomed Natasha Smith, the new Director of Finance and Business Development.

Iain then noted that the Executive Committee will begin meeting on a quarterly basis beginning in January.

**Treasurer's Report: J. Cunitz**

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

Results are similar to last month – Revenues are \$414, 261 below budget. This is in large part due to Booked being canceled and no café sales.

The forecast is also similar to last month's, showing a deficit of over \$300,000. This has been offset by the reduction in staffing expenses. If and when the PPP loan is approved this will change to a surplus position.

Pledges continue to come in for the Transformation Project and it is anticipated that there will not be any shortfall regarding the pledges.

It is expected that the bank loan, obtained for the Transformation Project will be paid off in 2021.

#### **Finance Report: S. Bennewitz**

Scott reported that the focus for the Finance Committee has been on the Budget for the next Fiscal Year. He shared that a schedule for the Budget can be located on page 4 of Bill's Executive Report.

Iain and Bill will be meeting with Jim Marpe and Gary Conrad tomorrow morning to discuss the preliminary budget thoughts & expectations. It is desired to have the Budget completed, including the Narrative, by end of January to present to the full Board for approval, in order to present to the Board of Finance in February.

Scott then read a resolution, empowering Natasha Smith, the new Director of Finance and Business Development with banking authorizations.

Be it resolved that the Board of Trustees of Westport Library Association (The "Library") hereby authorizes Natasha Smith, Director of Finance & Business Development, on behalf of the Library, to purchase, trade, sell assign, transfer and/or deliver any and all stocks, bonds, options or any other securities, listed or unlisted, and to establish check-writing and other account related services and to execute any and all instruments necessary, proper and desirable for the purpose, including executing any and all documents necessary to establish accounts and withdraw or transfer any assets in said accounts.

Resolution has been adopted in full at a meeting of the Board of Trustees of the Westport Library Association on December 16, 2020.

Scott made a motion to approve the resolution, with correction to Natasha's job title as read and Pat Wieser seconded the motion. The motion was unanimously approved by the Board.

#### **Gov/Nom Committee: P. Wieser**

The committee did not meet this month. However, Pat reviewed the previously circulated and revised Posting Policy and Unattended Children Policy. She made a motion to accept the policies as revised and Andrea Berkley seconded the motion. The motion was unanimously approved by the Board.

#### **Advocacy Task Force: F. Klein**

Fred reported that the newly formed Advocacy Task Force met last week and will continue to meet on a monthly basis moving forward. He expressed that one of the main goals for the task force members is to improve two way communication with various constituencies

within the town. Members of this committee are: Fred Klein, Barrie Rosen, Faye Schoenherr, Sheila Ward, Pat Weiser.

**Development Committee: E. DiMiceli & A. Berkley**

Andrea reported that the committee didn't meet this month. She gave an update on the Annual Appeal reporting that the Appeal is on target and that to date \$175,515 has been raised. She also shared that the Giving Tuesday campaign raised over \$7000.

**Executive Director Report: B. Harmer**

Prior to the meeting, Bill distributed a detailed report.

Bill reported that due to the spike in numbers of COVID cases across Fairfield County, he and his colleagues met, and all agreed that it would be prudent to scale back on operations beginning this week. The rationale is and always has been the safety of the Library staff and patrons. A joint Press Release was published earlier today. Hours of operation will remain the same, but appointments must be made (30 minutes each) to come into the Library. Curbside and Home Delivery will remain in full effect. Bill noted that both Jim Marpe and Police Chief Foti have expressed full support of the scaled back operations.

Bill then thanked Andrew Wilk for hosting the Jay Schadler interview last week and Jeremy Price for the upcoming interview with Pfizer regarding the vaccine for COVID.

He reminded Board members to check the magazine for all upcoming events and programs.

**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 Rob Haroun and unanimously approved by the Board, and the meeting thereupon adjourned at 6:55 p.m..

Respectfully submitted by,

Andrea Berkley  
Secretary