

**Approved Minutes of the Board of Trustees Meeting  
Zoom Conference Call, 6:30 pm – Recorded by Town of Westport  
January 27, 2021**

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

**Trustees Absent:** Emily DiMiceli

Iain Bruce called the meeting to order at 6:33 pm – Rules of Order were noted.

**Mission Moment: E. Janpol**

Ellen Janpol, the Library's Business Librarian joined the meeting to share with the group about the Business Programs and Career Support the Library offers patrons on an ongoing basis. One of the highlights of her report was that the Job Search Network Team has landed 30 people jobs since the beginning of the pandemic.

**President's Report: Iain Bruce**

Minutes of the December 18, 2020 meeting were reviewed. Pat Wieser made a motion to approve. The motion was seconded by Jenna Markowitz and the motion was unanimously approved by the Board.

Iain then shared with Board the impressive lineup of programs this week and upcoming weeks and encouraged everyone to check the website and enjoy as many as possible.

He also announced that the Book Store will officially be opening Thursday afternoon. He reiterated the significance of the Store in not only supporting the Library financially, but in our mission as well as a place to foster learning, especially for providing work opportunities for individuals with developmental disabilities.

If anyone is interested in volunteering or knows anyone that would like to that they should reach out directly at the store.

**Finance Report: S. Bennewitz**

Scott reported that the focus for the Finance Committee has been on assisting with preparing the preliminary Budget for the next Fiscal Year for presentation to the Town. He also explained the timeline and process with which the Budget must go through before it is passed.

Scott and Bill then shared a detailed report, including a PowerPoint presentation detailing the preliminary budget request. Scott shared how the proposed operating budget was built and how it would be funded. Iain Bruce discussed how the PPP loan offsets the net impact for F/Y 2022. The committee believes that the proposed budget is a very well thought out and responsible proposal with expenses, revenues, the impact of the PPP loan and numerous metrics to support the Library's request. Bill thanked Scott, Iain, Jonathan and the entire Finance Committee for their input and also staff members Natasha Smith, Melanie Myers, Wafaa Naggar, Nancy Klein and Julie Bonington for the tremendous amount of work they have all contributed to putting it together. After discussion Scott made a motion to approve the proposed Fiscal Year 2022 budget and intended request to the Town in the amount of \$6,261,529. Celeste LaCroix seconded the motion, and the motion was unanimously approved by the Board.

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

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

He reported that as of December 31, 2020 there is a net surplus of a little more than \$61,000. Revenues were down. Savings were incurred due to open position salaries not being paid out. The forecast is a deficit of \$252,087.

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

Andrea reported that \$233,000 has been raised to-date for the Annual Appeal, from 719 donors. There will be one final push for the Appeal in March, which will be digital in nature. She noted that the Library's fundraising efforts have far surpassed all but 1 of the libraries considered to be competitors.

Andrea also shared that a DEV yearly calendar has been developed, indicating which functions will be happening each month.

She also shared that the Committee is very focused on how to grow/increase the outreach for the Library. Newcomers are being targeted as a starting point.

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

Pat had previously circulated a revised Collection Development Policy for review. Due to the lengthy meeting tonight, review was tabled until next month's meeting. She encouraged everyone to thoroughly review the Policy which directly relates to the mission of the Library.

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

Fred reported that the Task Force met and in upcoming weeks will begin reaching out to various community entities to begin discussions relating to ways with which we can begin to collaborate with one another. Initially, it will be a relationship building task where the TF describes the mission of the Library and in return the hope is to learn about the missions of the others and how we can work together and support one another. Fred reminded everyone that being an advocate for the Library is the responsibility. Materials will be created to keep everyone informed with a consistent message to bring out into the community.

**Executive Director Report: B. Harmer**

Prior to the meeting, Bill distributed a detailed report and asked if anyone had questions.

He reminded Board members to check the magazine for all upcoming events and programs as there is an exciting line-up this week and in the upcoming weeks.

He also shared that the Library will revert back to Phase 2 of the reopening plan on February 8. That means that the Library will be open, but appointments to enter will not be necessary.

**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 Sivan Hong and unanimously approved by the Board, and the meeting thereupon adjourned at 8:11 pm.

Respectfully submitted by,

Andrea Berkley  
Secretary