

**Approved Minutes of the Board of Trustees Meeting  
Zoom Conference Call, 6:00 pm – Recorded by Town of Westport  
March 19, 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

**Guests:** Dick Lowenstein (RTM)

Iain Bruce called the meeting to order at 6:05 pm – Rules of Order were noted.

**Mission Moment: Mike Altis**

Mike is the Maker Space Coach. Bill shared that when the pandemic broke out last March, that Mike immediately teamed up with local hospitals to make parts for protective face shields. To date he has made over 400.

Mike then shared some of the projects that are currently being “built” in the Maker Space using the 3-D printers and laser cutters.

**President’s Report: Iain Bruce**

Minutes of the February 29, 2021 meeting were reviewed. Andrew Wilk made a motion to approve. The motion was seconded by Sivan Hong and the motion was unanimously approved by the Board. Iain then talked about the Lockdown Festival and what a successful and fun virtual event it was.

**Finance Report: S. Bennewitz**

Scott reported that the Board of Finance met on March 9, 2021 and unanimously approved the Library’s FY 2021/22 budget as submitted. The next meeting will be with the RTM LMA committee in early April.

**Treasurer’s Report: J. Cunitz**

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

He reported that this month’s report is similar to last months. Revenues are down, as expected, due to reduced contributions caused by cancelation of BOOKED for the evening and other contributions. Expenses are down due to salaries and benefits being lower than budgeted and a reduction in the cost of materials. The result is a very slight net surplus of \$1529.

The forecast is showing a deficit of \$261,000.

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

Andrea reported that it has been a quiet month with the final push for the Annual Appeal being the main focus. Nancy shared the plan to get those final letters out before the ask for BOOKED goes out.

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

Pat reported the committee is moving into the nominations phase for open Board seats. She reported that there will be 2 open seats: one to replace Sivan Hong who will be moving to California with her family, and the other to replace Emily DiMiceli who is stepping down for personal reasons. Andrew Wilk and Jeremy Price are both up for re-appointment by the RTM.

The ad for recruiting will go live on Monday, March 22 with a deadline of April 19 for resume submission.

**Advocacy Task Force: F. Klein**

Fred reported that the Task Force met and has completed the first wave of outreach. The calls made were received enthusiastically. The committee will digest the feedback gathered and will share with the group. He also said that the committee is going to begin focusing on defining their mission, tactics to achieve it and will prepare talking points as well.

**Executive Director Report: B. Harmer**

Bill announced that Sivan Hong will actually not be moving away. Her husband has accepted a new position and they will now be able to remain in Westport.

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

He spoke briefly about the Lockdown Festival and shared that while it perhaps wasn't everyone's taste, it was fun. He shared that Chris Franz was great to work with and that he'd like to do more of this type of programming with the Library. The event raised \$15,000 to go towards scholarships for Neighborhood Studios children to participate in the Summer Film Camp or TV Broadcast News and Journalism Camps.

Bill and Andrew spoke about BOOKED for the evening and that Itzhak Perlman would be the honoree, thanks to Andrew.

Finally, Bill spoke at length about the re-opening plans for the Library based on the Governor's announcement that Libraries can re-open to full capacity. Opening to full capacity is not possible due to staffing and social distancing requirements still in place.

**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 Jonathan Cunitz and unanimously approved by the Board, and the meeting thereupon adjourned at 7:10 pm.

Respectfully submitted by,

Andrea Berkley  
Secretary