

**Approved Minutes of the Board of Trustees Meeting
Zoom Conference Call, 6:00 pm – Recorded by Town of Westport
April 21, 2021**

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

Trustees Absent: Randy Herbertson, Fred Klein

Guests: Dick Lowenstein (RTM)

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

Mission Moment: Jocelyn Barandiaran

Jocelyn shared that the new Book Store budgeted conservatively due to COVID, and are currently comfortably meeting and exceeding their goals. Management is spending time evaluating inventory and adjusting pricing currently. She mentioned that 8 volunteers are currently working at the Book Store. They are also rethinking possible alternative locations for the summer book sale which had been planned to be held at Staples. She discussed local partnerships with artists and the current sales yielded through exhibits and future goals to partner with more organizations. Online business is starting to get noticed. Shared seasonal book sale planning. Discussion followed.

President's Report: Iain Bruce

Minutes of the March 19, 2021 meeting were reviewed. Andrew Wilk made a motion to approve. The motion was seconded by Robert Haroun and the motion was unanimously approved by the Board.

Finance Report: S. Bennewitz

Scott reported the outcome of the LMA meeting on April 7, 2021; the committee's request to update the Budget Overview form with current year's forecast and PPP loan forgiveness has been completed. The Library will be meeting with the RTM/LMA meeting April 23rd to review. The full RTM votes early May on the Budget.

Treasurer's Report: J. Cunitz

Jonathan reviewed the Treasurer's Report previously circulated to the Board. He reported that the March 2021 forecast recognized revenue from the forgiveness of the PPP loan. This resulted in a surplus in the current year forecast. It is expected that any

remaining surplus at year end will be transferred to the General Reserve to cover the prior year's deficit and the possibility of a deficit in the coming year. The Transformation Project forecast has excess funds assuming payment of all pledges for the next few years. It is anticipated that the loan for the Project will be repaid in full by December 2021.

Development Committee: Nancy Klein and Andrew Wilk

Nancy shared BOOKED for the evening event progress and deferred to Andrew Wilk to share more details regarding the speaker Itzhak Perlman. Andrew addressed all the technical needs to accommodate Itzhak for BOOKED which will be both in-person and live streamed.

Gov/Nom Committee: P. Wieser

Pat reported the committee interviews will be held at the end of May for the one position available this year on the Board. She also mentioned that the board survey and ED assessment will go out mid May and we look for 100 % participation rate from our Board members. Ones responses are anonymous.

Executive Director Report: B. Harmer

Bill announced that the library parking lot repaving will begin next week and will take approximately 2 weeks to complete. During this time the Levitt entrance will be closed, but the other entrances will be reopened to accommodate patrons. The Riverwalk will be enhanced with fencing to provide protection.

Operations have been a little slow due to spring break, weather and Covid.

Cartside pick up is still heavily being used, and people are returning to using the conference rooms as well. The café is open and moving slow as well, with only beverages being offered at the current time.

Plans are in place to begin activating more meeting rooms and other library services slowly. The Governor is expected to release new information on which will loosen indoor restrictions beginning on May 19.

Bill shared that he is looking forward to the Forum being used again but also recognized that some people will remain hesitant initially. Drive in concerts in the Imperial Lot will be restarting on Friday; and Deep Banana Blackout will be on Saturday. Michael Lewis will be making a virtual appearance in June.

Finally, Bill shared that a donor has again generously invested in the summer film making program for Camp Explore with Mick Davie.

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 6:59 pm.

Respectfully submitted by,

Andrea Berkley
Secretary

