

**Approved Minutes of the Board of Trustees Meeting
Zoom Conference Call, 6:00 pm – Recorded by Town of Westport
May 19, 2021**

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

Trustees Absent:, Andrea Berkley, Krishna Patel, Andrew Wilk

Guests: Dick Lowenstein (RTM)

Iain Bruce called the meeting to order at 6:06 pm – Rules of Order were noted.

Mission Moment: Nancy Klein

Nancy gave an overview of the new website for Verso Studios [Verso Studios - The Westport Library](#) and the new Podcast and Video Gallery [Video & Podcast Gallery - The Westport Library](#)

President's Report: Iain Bruce

Minutes of the April 2021 meeting were reviewed. Barrie Rosen made a motion to approve. The motion was seconded by Robert Haroun and the motion was unanimously approved by the Board.

Iain shared that the Executive Committee met this week – Cybersecurity was the topic of conversation. More to come next month on this from Bill on this

Iain also shared that Board member Fred Klein will be stepping down at the end of this Fiscal Year for personal reasons. Iain thanked him for his time and commitment while serving on the Board. Fred's resignation will now leave the Board with two positions to fill in the upcoming Trustee selection.

Finally, Iain noted that this will be the last Zoom meeting. June's meeting will be in person at the Library for those comfortable attending in-person meetings.

Finance Report: S. Bennewitz

Scott reported that the committee met with the RTM/LMA to address and answer questions presented regarding the proposed budget. He noted that the full RTM met in early May and that they approved the budget with no alterations.

Scott then noted that next year's budget includes no increase in the Town's appropriation from this year's budget which has the possibility of creating a deficit in the upcoming year's budget. However, the Library is currently looking at an operating surplus that will be carried forward in the general reserve for use next year, if needed.

Scott reported that the Investment Committee had its quarterly meeting on April 26. No investment changes were made or suggested. A document with Fund Allocations was distributed prior to the meeting for review.

Treasurer's Report: J. Cunitz

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

He reported that revenues are nearly \$74,000 higher than projected. The PPP loan offset expenses, creating the surplus.

Actual expenses are below YTD budget.

The Forecast as of April 30, 2021 is indicating a surplus of \$223,073 which includes a surplus of revenues of \$111,000.

The level of uncertainty is greater this year than last, but he noted that the library is in solid financial condition at this time.

Development Committee: Emily DiMiceli and Nancy Klein

Emily thanked everyone for their participation and contributions to BOOKED which was a huge success given the COVID circumstances. It was a beautiful evening and tribute to Itzhak bringing the community back together.

She also noted that there will be a Book Sale over Memorial Day weekend and that volunteers are still needed. She asked those who had not signed up to reach out to Robin.

Nancy then shared that revenues from BOOKED exceeded the goal and that the net was actually higher than 2019's net. She thanked the Board for 100% participation. She noted that the Annual Appeal was also met this year.

Bill then shared that this was the first major community event post-pandemic and how wonderful it was to have the donors back in house. He thanked Andrew Wilk for his incredible time and talent on producing the event. He also thanked the dedicated BOOKED committee under the leadership of Wendy Brown and Candi Savin. Finally, he thanked his staff.

Gov/Nom Committee: P. Wieser

Pat reported that she and Bill have been meeting with viable candidates for the positions open on the Board with the intent of weeding out those that don't have the required skill sets for the needs this year. There are 5 viable candidates at the moment which will be interviewed jointly with

RTM/LMA on May 25 and May 26th. Pat will send out possible question to the committee prior to the interviews.

Board surveys will be sent out by the end of the week with a 2 week turnaround. 100% participation is expected.

Advocacy Committee: F. Klein

Fred reported that the committee was unable to meet this month.

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 Rob Haroun, 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