

**Approved Minutes of the Board of Trustees Meeting  
Zoom Conference Call - 7:00 pm  
September 29, 2021**

**Trustees Present:** Jeremy Price (presiding), Anna Alemani, Scott Bennewitz, Iain Bruce, Jonathan Cunitz, Rob Haroun, Sivan Hong, Jenna Markowitz, Stefano Pacifico, Krishna Patel, Meena Pellerin, Faye Schoenherr, Pat Wieser, Sheila Ward, Andrew Wilk

**Trustees Absent:** Andrea Berkley, Randy Herbertson, Celeste LaCroix, Barrie Rosen

**Guests:** Dick Lowenstein (RTM), Lisa Newman (RTM)

Jeremy Price called the meeting to order at 7:04 pm

**Mission Moment: K. Murray**

Keith gave a demonstration on how to download the app for new assisted listening capability to use in the Forum. The app can be downloaded to a phone or tablet and be used to listen to what is playing on the big screen when the volume is turned off.

**President's Report: J. Price**

Minutes from the July 21, 2021, distributed prior to the meeting, were reviewed. Iain Bruce made a motion to approve the minutes as presented and Rob Haroun seconded the motion. The motion was unanimously approved by the Board.

Jeremy then welcomed everyone back after having taken a reprieve from the August meeting. He reminded everyone that committee meetings are once per month and that if there are any changes he'd like to be made aware of it, and that Bill and the Admin team should be notified as well.

He reminded the group that the Library has a lot of very interesting programming on the books and encouraged everyone, as able, to attend at least one per month.

**Finance Report: S. Bennewitz**

Scott reported that for continuity, Whittlesey had been retained again this year to oversee the Annual Audit of the financial statements. They met with the committee and presented the results of the audit. There were no difficulties or irregularities in performing the audit. They have given an "Unqualified opinion" that the financial statements are fairly and appropriately presented. Whittlesey will also be preparing the Form 990 to be filed. It will be presented to the committee

before their next meeting. It will then be sent to the Gov/Nom committee to review in November for filing approval.

Scott then shared that Bill had prepared a roadmap as to how to replenish the reserves used to fund the studios. The committee reviewed the options presented, gave Bill feedback and will review again next month.

Finally, Scott reported that the Investment Committee met in August for the quarterly review of the investment portfolio. He reviewed a chart, which had been distributed prior to the meeting.

He noted that it had been a strong year with a 30% return (in line with the general market performance) and that it was the committee's opinion that the investment strategy should not be changed.

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

Jonathan reported that YTD revenues had a minimal variance and that expenses are quite lower than budget. He stated that this was in large part due to the delayed opening, decrease in materials and supplies normally purchased and that some other expenses were lower than expected.

He then reported that Natasha will be preparing the forecast on a quarterly basis moving forward.

#### **Development Committee: K. Patel**

Krishna reminded everyone in the past the Library's two major fundraisers were Booked for the evening and the Annual Appeal. This year there will be a third event called The Exchange, which will debut on Oct 5. Megan Twohy and Jodi Kantor will be the guest speakers this year. There are 100 guests signed up to join in person.

She then thanked Nancy and Andrea for putting together the entire Annual Appeal and thanked the Board for personalizing and signing over 3200 letters.

Krishna reminded the Board that the Book Sale will be over the Columbus Day weekend and encouraged everyone to sign up for a shift or two to volunteer. She also mentioned how important it is to develop new relationships with potential donors and that if anyone knows of anyone that would like to come in and learn more about the Library, that Bill or Nancy would be delighted to give them tours of the space.

Nancy also thanked the Board for personalizing the Annual Appeal letters and let everyone know that Jill would be sending out updates on the lists so that they can respond to those that have donated already.

She also thanked the committee of approximately 30 people for helping with organizing the inaugural event *The Exchange* scheduled for October 5.

#### **Gov/Nom Committee: S. Ward**

The committee met on September 14 and continue to review policies.

The Privacy Policy is in the process of being updated and the committee is also looking at the By-Laws.

It was confirmed that the mentoring program is in place, with both new Trustees in contact with their Board mentors.

#### **Advocacy Task Force: J. Price**

Jeremy reminded the members that the Board retreat is scheduled for October 16 from 1 – 5 pm. The agenda is forthcoming. A decision will be made whether to hold the retreat virtually for those unable to join in person.

The Library has been nominated for the prestigious IMLS Grant. Bill and a team of Board members and Staff will work on the proposal in the upcoming weeks. November 1 is the deadline.

#### **Executive Director Report: B. Harmer**

Bill congratulated Dave Briggs on his new position at Morning Rush.

Bill reviewed his report, which had previously been distributed to the Board.

Some highlights:

- As of September 13<sup>th</sup> the Library is fully operational and back to normal business hours. Masks are still required.
- Over 1000 visitors per day this summer and the Teens are back.
- Former Board member Lucy Johnson had an author talk on her new book Toscanini. Her father was in his orchestra so it's an intimate accounting of her life in association with Toscanini.
- The Library has received it's second Connecticut Humanities Grant. This one being for the Art and Story Telling of Charles Joyner.

#### **New Business**

#### **Other Business**

There being no further business to come before the meeting, Jeremy entertained a motion to adjourn the meeting and enter into Executive Session. A motion was made by Andrew Wilk, seconded by Pat Weiser and unanimously approved by the Board, and the meeting thereupon adjourned at 8:11 pm.

#### **Executive Session**

Executive session was called to order at 8:15PM

There were no votes taken in Executive Session.

A motion to adjourn from Executive Session was made by Pat Wieser and seconded by Andrew Wilk, and was unanimously approved by the Board. The meeting thereupon adjourned at 8:55 pm.

Respectfully submitted by,

Jeremy Price for Barrie Rosen  
Secretary