

**Approved Minutes of the Board of Trustees Meeting
Board Room or Zoom - 7:00 pm
December 15, 2021**

Trustees Present: Jeremy Price (presiding), Anna Alemani, Scott Bennewitz, Andrea Berkley, Iain Bruce, Jonathan Cunitz, Rob Haroun, Randy Herbertson, Sivan Hong, Celeste LaCroix, Barrie Rosen, Stefano Pacifico, Krishna Patel, Meena Pellerin, Pat Wieser, Sheila Ward,

Trustees Absent: Dave Briggs, Jenna Markowitz, Andrew Wilk

Guests: Dick Lowenstein RTM/LMA

Jeremy Price called the meeting to order at 7:03 pm

President's Report: J. Price

Jeremy turned his report over to Pat Wieser. She gave an update on where we are with the outcomes from the Board offsite.

As a result of the offsite, Scott solicited involvement from others besides the finance committee and Barrie and Sheila offered interest in joining the budget process this year.

Krishna has been working on a market research endeavor about which she will talk to Bill and staff in January.

Jenna and Anna have been working on the new "5 friends" concept. They will work in tandem with the Advocacy Task Force to see this through.

Iain and Pat are putting together a one page information sheet to share.

Pat also noted that Bill has been in the process of having coffee talks with all the Board members.

Finance Report: S. Bennewitz

Scott reported that the committee has begun to look at and prepare the budget for next year.

Sheila and Barrie have offered to participate in preparations this year.

The budget will be presented to the Board for approval at the January Board meeting so that it can be submitted to the Town for approval.

The Form 990 was approved by the Gov/Nom Committee to be submitted to the IRS. If anyone has any questions, please ask Natasha, Scott or Bill.

Treasurer's Report: J. Cunitz

Jonathan reported that year-to-date revenues are above budget by \$6,982. Actual expenses are far below budget by \$446,236 due to unfilled salaried positions, reduced supplies and materials expenses and reduced licensing fees.

The annual revenue forecast is slightly above budget due to an unexpected State grant. Annual expenses are forecast above budget, mostly due to higher part-time salaries and medical insurance expenses.

The overall full-year forecast is for a slight deficit of \$44,406.

An updated full-year forecast will be prepared at the end of December.

Development Committee: A. Berkley

Andrea reported that the Westport Book Sale Venture is bringing in good revenues and that they have provided over 1000 hours of employment for young adults with disabilities.

Giving Tuesday was last week and the Library received \$2300 from donations.

The Annual Appeal is on track, having raised \$161,000 toward the goal of \$250,000. Andrea encouraged the Board to make their yearly contribution and to reach out to friends and family.

Gov/Nom Committee: S. Ward

Sheila reported that committee reviewed the Form 990 with Scott at their monthly meeting and voted to accept the form for submission to the state.

She also noted that formal Trustee recruitment for FY 2022/2023 will begin in March.

Advocacy Task Force: B. Rosen

Barrie shared an idea called "5 Friends"

Its mission is to bring new people to Library, given that so many new families have moved into town recently. Randy will provide a list with 700 newcomers to Westport.

Executive Director Report: B. Harmer

Bill asked if there were any questions or comments regarding his Director's Report PowerPoint sent out prior to the meeting.

He announced that Shonda Rhimes will be the next honoree for Booked. He thanked Dave Briggs for all his efforts in making the connection.

He also announced that James Patterson will be coming in June.

WestportREADS – VE Schwabb

February 5 will be the Crossword Puzzle contest

He then shared that a Memorial Service for former Board member, Julie Belaga, will be held in the Forum on December 19th from 10 -12 pm.

New Business

None

Other Business

There being no further business to come before the meeting, Jeremy entertained a motion to adjourn the meeting. A motion was made by Jonathan Cunitz, seconded by Rob Haroun and unanimously approved by the Board, and the meeting thereupon adjourned at 7:46 pm.

Respectfully submitted by,

Barrie Rosen
Secretary