

**Approved Minutes of the Board of Trustees Meeting
Zoom - 7:00 pm
January 26, 2022**

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

Trustees Absent: Pat Wieser

Guests: Dick Lowenstein & Kristin Mott - RTM/LMA

Jeremy Price called the meeting to order at 7:02 pm

President's Report: J. Price

The minutes from the December 15, 2021, which has previously been distributed were reviewed. Scott Bennewitz made one correction. Iain Bruce made a motion to approve as amended and Andrea Berkley seconded the motion. The motion was unanimously approved.

Jeremy reported that all 5 line items requiring action from last years Board surveys have been completed or are underway.

He then reported that he and Bill met with Jen Tooker and Gary Conrad for discussions and input on next years budget. Bill also met with Sheri Gordon.

He let everyone know that the Finance Committee, Barrie Rosen, Sheila Ward, Bill, Melanie, Natasha and Nancy have met several times and that a budget has been prepared which will be presented later in the meeting for Board approval.

Finance Report: S. Bennewitz & B. Harmer

Bill opened with a presentation on the Operating Budget Plan for FY 2022-2023.

He shared that it was a responsible and well thought out proposal having taken many weeks to prepare and reflects the high levels of programming etc...that the community has come to expect.

Scott then reviewed in detail the key components related to Revenues and Expenses in preparing the budget.

Scott made a motion which has unanimously been approved by the Finance Committee to approve the budget with expenses totaling \$6,395,468, with a Library contribution of \$1,288,756 and a request from the Town of \$5,106,712 resulting in a Balanced Budget.

Jonathan Cunitz seconded the motion and the Board unanimously approved the Budget to submit to the Town.

Melanie and Bill then shared a few key metrics which will be included in the Budget Narrative.

Treasurer's Report: J. Cunitz

Jonathan reported that year-to-date revenues are above budget by \$5,887 and that actual expenses were below budget by \$289,994.

Year to date revenues were higher than actual expenses by \$317,810.

He also reported that the café and retail store combined had a net loss of \$25,025.

The Media Studios beginning in January will be reported as a separate department with all personnel and operating expenses reported on.

This month the studios had an income of \$6,503 with related expenses included in several categories.

The annual revenue forecast is below budget by \$106,126.

Development Committee: A. Berkley

Andrea reported that the Annual Appeal has raised \$228,561 towards the goal of \$250,000. Goals for the new fiscal year remain much the same with a higher degree of focus on broadening the footprint within the community and acquiring new donors.

She encouraged everyone to read the WestportREADS selection, "*The Secret Life of Addie Laroux*".

Gov/Nom Committee: S. Ward

Sheila reported that the committee met and that Meena has offered to revise the Board Surveys. They will go out one month early this year (in April) in order to evaluate before the new Board members come on board in July.

She noted that the committee had revised the Privacy Policy, with the help of Ken Bernhards team.

A motion was made by Barrie Rosen to approve the revised Privacy Policy and the motion was seconded by Rob Haroun. The Board unanimously approved the motion.

Advocacy Task Force: B. Rosen

Barrie shared the initiative called "5 Friends" is being operationalized.

Its mission is to bring new people to Library, given that so many new families have moved into town recently. Randy Herbertson provided a list of newcomers which will be looked at to create groups to invite to the Library for tours.

Suzuki Music School will also be a source for the task force to identify new families for purposes of using the recording studios.

Executive Director Report: B. Harmer

Bill circulated his ED report prior to the meeting. He shared that Shonda Rhimes is confirmed for Booked and it will be June 1.

Will Haskell will be in conversation with Jay Schadler on Thursday, January 27th.

The Crossword Puzzle Contest is February 5 and currently has a waiting list.

Andrew Wilk then shared two upcoming programs. One will include Mark Shapiro which will be a sports event. The second will be with Kevin Bachar, the famous Shark Hunter.

New Business

None

Other Business

There being no further business to come before the meeting, Andrew entertained a motion to adjourn the meeting. The motion was seconded by Iain Bruce and unanimously approved by the Board, and the meeting thereupon adjourned at 8:23 pm.

Respectfully submitted by,

Barrie Rosen
Secretary