

Approved Minutes of the Board of Trustees Meeting  
Zoom or Board Room - 7:00 pm  
October 19, 2022

**Trustees Present:** Jeremy Price (presiding), Anna Alemanni, Melissa Banks, Scott Bennewitz, Dave Briggs, Ben Chan, Randy Herbertson, Celeste LaCroix, Jenna Markowitz, Krishna Patel, Meena Pellerin, Barrie Rosen, Pat Wieser, Peter Zakowich

**Trustees Absent:** Andrea Berkley, Rob Haroun, Jay Norris, Stefano Pacifico, Sheila Ward, Andrew Wilk

**Guests:** Harris Falk, Tom Prince

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

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

The minutes from September 21, 2022 meeting, previously circulated were reviewed. Randy Herbertson made a motion to accept the minutes and Pat Wieser seconded the motion. The motion was unanimously approved by the Board, with one abstention.

Jeremy turned the meeting over to committee chairs to report out on each committee's findings/reflections regarding the Board Surveys.

**Finance Committee: S. Bennewitz**

Scott reported that the Finance Committee voted to forward the 2021 Form 990 to the Governance and Nominating Committee with the recommendation to authorize submission to the RS.

**Treasurer's Report: A. Alemanni**

Anna reported that total YTD Revenues were over budget by 4% and total YTD Expenses were also over budget by 2%, resulting in a \$182,428 YTD Surplus, which was above budget by 25%.

Salaries & benefits were somewhat under budget due to lower than budgeted full-time salaries; this was more than offset by above budget Supplies & Material and Other Expenses, due to higher costs of materials and higher than budgeted professional fees.

Café continues to report a deficit, which was \$5,075 for the period; however, this was in line with budgeted levels.

Retail Store continues to report a surplus, which was \$2,588 for the period, which was below budgeted levels due to significantly higher costs for Supplies & Material.

Total Forecast Revenues were in line with budget, while total YTD Expenses were over budget by 2% ; this resulted in a \$22,096 Forecasted Deficit.

Supplies & Material costs for the Café were above budget by \$45K due to the need of readjusting the budgeted expenses for the Café materials.

Other expenses were impacted by a AARPA Grant \$58K difference that was not budgeted as funds were booked as deferred revenues. However, this is offset by a revenue forecast increase of the same amount, so net result to the forecast is zero

#### **Gov/Nom Committee: B. Rosen**

Barrie reported that the committee has completed revisions on the Gift Acceptance Policy and that it is now in the hands of the Finance and Development Committees for final review and approval. It will be presented to the Board at next month's meeting.

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

Krishna reported that the letters are ready to go to the printers and asked that if lists have not yet been presented to the Development team that it should be done by Friday. She thanked everyone for their pledges and reminded everyone that there is a signing party on Nov 10 and Nov 11 in the Board Room.

Once letters for the Annual Appeal go out, the Annual Report will follow.

Finally, she indicated that a link to sign up to volunteer at the Book Sale is on the last page of Bill's Executive Director report.

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

Bill reviewed his ED report which was circulated prior to the meeting. Some highlights are:

- The Annual Appeal has already raised \$75,000 and the letters haven't gone out yet.
- The Library received a grant for \$5,000 from Newman's Own.
- The library will be a polling site in November.
- 22 first grade classes from Westport visited the Library.
- Booked meeting held this week. Ask going out to the potential honoree this week.
- The CT State Library is hosting a tour at the Library on Nov. 15 for directors who are considering renovations.
- Dan Gross Book Launch and In Death, the Gift of Life launch were both well attended.
- Andrew Wilk presents was Sunday and was a wonderful event

#### **New Business**

EJ Crawford sent out a comprehensive Marketing Update prior to the meeting which was discussed.

**Other Business**

There being no further business to come before the meeting, Jeremy entertained a motion to adjourn the meeting at 7:51 pm.

At 7:51 pm Randy Herbertson made a motion to adjourn which was seconded by Krishna Patel.

The motion was unanimously approved.

Respectfully submitted by,

Barrie Rosen, Secretary