

Un-Approved Minutes of the Board of Trustees Meeting
Zoom or Board Room - 7:00 pm
March 15, 2023

Trustees Present: Jeremy Price (presiding), Anna Alemanni, Melissa Banks, Scott Bennewitz, Andrea Berkley, Dave Briggs, Ben Chan, Randy Herbertson, Jay Norris, Stefano Pacifico, Krishna Patel, Meena Pellerin, Barrie Rosen, Sheila Ward, Andrew Wilk, Pat Wieser

Trustees Absent: Rob Haroun, Celeste LaCroix, Jenna Markowitz, Peter Zakowich

Guests: Dick Lowenstein, Kristin Mott

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

President's Report: J. Price

Jeremy opened the meeting reminding members that VersoFest is quickly approaching and that volunteers are still needed to help out during the course of the 4 day event, which runs from March 30 - April 1.

He also reminded everyone that it has been suggested that everyone attend at least one program per month at the Library, to show support and be advocates of the Library. Finally, he suggested that everyone recall his request from the beginning of the fiscal year, that everyone share what they have done as Board member that makes them proud.

Finance Committee: S. Bennewitz

Scott reported that the Finance Committee met last night and welcomed Meryl Kaplan, the new Director of Finance.

Scott then read and made a motion to accept the following resolution:

Be it resolved that the Board of Trustees of Westport Library Association (The "Library") hereby authorizes William H. Hammer, Executive Director, Melanie Myers, Chief of Staff, Meryl Kaplan, Director of Finance & HR Administration, to, on behalf of the Library, purchase, trade, sell, assign, transfer and/or deliver any and all stocks, bonds, options or any other securities, listed or unlisted, and to establish check-writing and other account related services and to execute any and all instruments necessary, proper and desirable for the purpose, including executing any and all documents necessary to establish accounts and withdraw or transfer any assets in said accounts. Resolution has been adopted at a

meeting of the Board of Trustees Executive Committee of the Westport Library Association on March 15, 2023.

Randy Herbertson seconded the motion and the motion was approved with one abstention.

Scott then reported that the BOF has approved the budget and that the committee had met with the RTM/LMA to review the budget. It has not been determined if the BOF or the RTM/LMA will require the Library to meet with them a second time. On May 1, the budget will come up for approval at the RTM meeting.

It was reported that Peter Zakowich and Meryl Kaplan will work together with the banks to diversify our bank deposits across a series of banks ensuring coverage by the FDIC as the goal.

Treasurer's Report: A. Alemani

Anna reported that YTD revenues were ahead of budget by 4% and that total YTD expenses were also over budget by 3% resulting in a YTD surplus of \$28k.

Salaries and benefits were somewhat under budget due to lower than budgeted full time salaries. This was however offset by Supplies and Materials and other expenses due to higher costs of materials and higher than budgeted professional fees.

Café and Retail are above projected revenue projections. The holiday season was particularly strong.

Development Committee: A. Berkley

Andrea reported that the Annual Appeal has currently surpassed the goal having reached \$271,645.

She followed up sharing that the committee met yesterday and that they had focused on how to attract new donors (Giving Circles) and increase the footprint, how to recognize current donors with the idea of perhaps a donor recognition event.

Governance & Nominations Committee: S. Ward

Sheila reported that the committee did an initial review of the Library Use Policy. Melanie will provide updated version which will then be reviewed by the Library's attorney for final approvals.

Timeline for Trustee recruitment was presented.

The Board Confidentiality was discussed.

Executive Director Report: B. Hammer

Bill reviewed his ED report previously distributed. He also highlighted upcoming events, including Andrew Wilk presents, Westport Startup with Jay Norris and Stefano Pacifico and VersoFest.

He also mentioned that the children's department is hosting tutoring session for students.

Verso University

Book Sale is set for May

New Business

None

Other Business

There being no further business to come before the meeting, Andrew Wilk entertained a motion to adjourn the meeting at 8:01 pm. Andrew Wilk made a motion to adjourn which was seconded by Jay Norris. The motion was unanimously approved.

Respectfully submitted by,

Barrie Rosen
Secretary