

Approved Minutes of the Board of Trustees Meeting
Board Room - 7:00 pm
July 19, 2023

Trustees Present: Jeremy Price, (presiding), Anna Alemani, Melissa Banks, Scott Bennewitz, Andrea Berkley, Bob Boroujerdi, Dave Briggs, Randy Herbertson, Celeste LaCroix, Jay Norris, Krishna Patel, Barrie Rosen, Martina Sze, Mark Silverstein, Sheila Ward, Pat Wieser, Peter Zakowich

Trustees Absent: Ben Chan, Stefano Pacifico, Andrew Wilk

Guests: Sal Liccione

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

President's Report: J. Price

Minutes from the June meeting, previously distributed were reviewed. Scott made a motion to approve them and Barrie seconded the motion. The motion was unanimously approved by the Board.

Jeremy reminded everyone that there will not be a meeting in August, but instead the group will meet socially at the home of Dave Brigg's on August 17th.

The Board surveys have all been collected and reports will be created from the data collected and shared with the Board at the September meeting. The Executive Director survey will be distributed after Jeremy shares Bill's goals and accomplishments to assist members while completing the survey.

Finally, Jeremy reported that the RTM met and approved the \$320,000 medical overage funds. Bill explained the process and why this was required.

Governance & Nominations Committee: S. Ward

Sheila presented the Slate of Officers for Fiscal Year 2023/2024

- Barrie Rosen – President
- Pat Wieser – Sr. VP

- Peter Zakowich – Treasurer
- Melissa Banks – Secretary
- Scott Bennewitz – Chair of Finance
- Sheila Ward – Chair of Governance and Nominations
- Andrea Berkley – Co-chair of Development
- Krishna Patel – Co-chair of Development

Jeremy made a motion to approve the Slate and Celeste seconded the motion. The Slate of Officers was unanimously approved by the Board.

Conflict of Interest and Confidentiality Agreements, previously distributed to all members were signed and returned.

The revised Library Use Policy was discussed and determined that it will be an umbrella policy that governs access and empowers the Library to maintain operations.

Finance Committee: S. Bennewitz

Scott reported that there was a pre-audit briefing. The auditors will begin this month (July) with a plan to present Audited Financial Statements and IRS Form 990 at the September Finance Committee meeting. The Finance Committee will review and forward to the Gov/Nom committee for their review and approval. The Form 990 is due to be filed in mid November.

Meryl Kaplan is researching how to better connect the various financial and donor systems the Library is currently using. A consultant may be hired to assist her, and there will likely be costs associated with systems integration.

Scott reported that when the books are closed at the end of each fiscal year, any remaining surplus or deficit is resolved through reserves. This year, it was decided that the projected surplus will be split with 2/3rds added to bolster the medical reserve, and 1/3rd to the technology reserve for potential systems integration work.

Treasurer's Report: P. Zakowich

Peter reported that revenues remain above budget. Slightly ahead of budgets across most categories, with the Café performing particularly well. There was also an influx of ERC money. Total expenses ran higher than budget due in large part to inflation. The year end is showing a projected surplus. However, the increased medical costs have not been taken into account.

Development Committee: K. Patel

Booked for the evening was a huge success. It is the highest grossing one to date.

The annual appeal is also doing very well, with a final push going out in a week or so.

Solicitor lists were passed out with the request to return updated ones to Agata by the end of August.

In person note signing will be October 5, 6, 10 & 11. All day.

Donor reception party will be September 28, from 7 – 8:30 pm in Brooks Place.

Executive Director Report: B. Harmer

Bill reviewed highlights from his report which was previously distributed to the Board.

New Business

Bill presented gifts to Jeremy and Barrie.

Other Business

There being no further business to come before the meeting, Jeremy entertained a motion to adjourn to Executive Session. The meeting ended at 8:04 pm. Melissa Banks seconded the motion to adjourn. The motion was unanimously approved.

Celeste made a motion to enter into Executive Session at 8:05pm and Sheila seconded the motion.

No actions were taken.

Peter motioned to end Executive session at 8:40 pm and Celeste seconded the motion.

Pat made a motion to end the meeting and Celeste seconded the motion. The motion was unanimously approved and the meeting ended at 8:41 pm.

Respectfully submitted by,

Melissa Banks
Secretary