

Approved Minutes of the Board of Trustees Meeting
Board Room - 7:00 pm
November 15, 2023

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

Trustees Absent: Anna Alemani, Stefano Pacifico

Guests: None

The meeting was called to order by Barrie at 7:05 p.m.

Mission Moment:

Bill introduced Heli Stagg, Retail and Store Manager who gave a report on the Holiday Store which is currently open.

President's Report: B. Rosen

Barrie reminded everyone that it's Annual appeal time and encouraged everyone to make their pledges.

She also reported that the state has approved the Collection and Development Policy which was reviewed at last month's meeting.

Finance Committee: S. Bennewitz

Scott explained the Form 990 and how it complies with the IRS requirements. He also explained why there is a difference between the numbers in the Form 990 and those in the Annual Report.

He also reported that the committee is looking at the Reserves and is reviewing targets and goals that might be set moving forward. The goal is to have this done by the end of the year.

Treasurer's Report: P. Zakowich

Peter reported that the budget is on track. The café and store continue to do well. Program expenses are slightly high, but fluctuate throughout the year, so no concern.

Governance & Nominations Committee: S. Ward

Sheila reported that the committee will be updating the Retention Policy and the Whistle Blower Policy.

At the December meeting, the committee will also be focusing on BOT recruitment for 2024. They will report at an upcoming meeting what the skillsets are that will be helpful for the next successful candidates to possess.

Development Committee: A. Berkley

Andrea reported that the Annual Appeal has received 180 gifts to date, totaling \$130,000. 6,000 acquisition letters were sent and 21 people from that particular group have donated. The development team will provide reports on each BOT member's donor prospects for everyone to follow up on.

She also shared the new concept of Giving Societies with the core goal of raising the level/amount of donations.

Finally, she reminded everyone that Winter Book Sale is at the end of November and encouraged everyone to participate in the event.

Executive Director Report: B. Harmer

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

New Business

None

Other Business

There being no further business to come before the meeting, Andrew Wilk entertained a motion to adjourn and Celeste Lacroix seconded the motion. The motion was unanimously approved. The meeting ended at 8:07 p.m.

Respectfully submitted by,

Melissa Banks
Secretary