

**The Westport Library
Approved Minutes of the Governance and Nominations Committee Meeting
November 7, 2023, 10:15 a.m.
Zoom Call**

Members Present: Sheila Ward (Chair), Melissa Banks, Jeremy Price, Martina Sze, Pat Wieser

Members Absent: Barrie Rosen

Staff attending: Melanie Myers, Robin Powell

The meeting was called to order at 10:19 by Sheila Ward

Form 990

Questions from last month were reviewed and answered and the committee voted to accept the Form 990, as is. Melissa Banks made a motion to approve and Pat Wieser seconded the motion. The vote to approve was unanimously approved. Sheila will let Scott Bennewitz know that it has been approved and is okay to submit to the IRS.

Succession Plan

The committee discussed the plan and all agreed that it is a viable plan. It was recommended that the job description of the executive director be reviewed/updated/edited on a yearly basis.

Board Surveys

Melissa reported that each committee has submitted reports regarding tasks to follow up on based on survey results. Implementation has begun for each committee.

Trustee Recruitment

Discussion regarding the current process took place. Martina Sze gave feedback on the process she most recently participated in as a candidate. Sheila suggested a debrief with the two other new BOT members for their feedback. The committee will review the process and make recommendations for changes at the December meeting. Andrea Berkley will be cycling off the Board. She is an RTM appointee. Sheila Ward, Stefano Pacifico, Krishna Patel and Barrie Rosen are all up for re-election for second terms.

New Business

With no further business, Sheila motioned to adjourn, and Melissa seconded the motion. The motion was unanimously approved. The meeting adjourned at 11:16 a.m.

**The
Westport
Library...**

Respectfully submitted,
Robin Powell