

(May 21, 2025)

Approved Minutes of the Board of Trustees Meeting  
Board Room and Zoom - 7:00 pm  
April 23, 2025

**Trustees Present:** Pat Wieser (presiding), Anna Alemani, Scott Bennewitz, Andrea Berkley, Bob Boroujerdi, Dave Briggs, Ben Chan, Bruce Gaylord, Sheri Gordon, Randy Herbertson, Celeste LaCroix, Krishna Patel, Jeremy Price, Martina Sze, Liza Van Gundy and Peter Zakowich.

**Trustees Absent:** Kathleen Guion, Jay Norris, and Mark Silverstein

Meeting called to order at 7:05 p.m.

**President's Report: P. Wieser**

Motion to approve minutes of February 26<sup>th</sup> meeting approved unanimously. P. Wieser noted success of VersoFest despite protests.

**Executive Director's Report: B. Harmer**

B. Harmer reported on VersoFest profitability. B. Harmer also updated the Board on the progress of rehabilitation of the staff offices; project expected to take 12 weeks. Anticipating a late summer return to the office. Library implementing Difficult Conversations Training for 20 individuals (Library staff, Common Ground Initiative volunteers, plus certain Board members). Library partnering with Westport's Human Services Department to present Career Bus on a monthly basis.

**Finance Committee: S. Bennewitz**

S. Bennewitz reported status of Library request through the Town of Westport budget. Board of Finance approved Library budget and now headed to RTM. Library in process of exploring digital accounting software options.

Draft of Form 990 received; S. Bennewitz made a motion for Board to approve Form 990 subject to any Finance Committee recommendations to come to allow for filing by May 15 deadline.

**Treasurer's Report: B.Chan**

Overall, the March financials track closely to the budget. Cafe & retail revenue both show steady increases over budget and against last year. However, program revenue continues to lag in comparison to last year's numbers. Cafe/retail revenue is showing a 32% increase over budget with only a 12% increase in costs While administrative & facility costs are about 26%

higher than budgeted, other expenses are being managed so that the overall costs track closely with budget targets.

**Reserves Policy Report: B. Boroujerdi**

B. Boroujerdi presented draft of a formal reserve policy for the Library. With amendment that all requests for reserve funds come before Finance Committee, M. Sze made a motion, K. Patel seconded, approved unanimously.

**Governance & Nominations Committee: M. Sze**

M. Sze informed Board that nominations process has begun for new Trustees. Interviews to be conducted end of April into beginning of May.

**Strategic Plan Committee Presentation: K. Guion**

Update on Strategic Plan presented by Library staff; 42 interviews conducted with Library staff, surveys going out.

**Development Committee: R. Herbertson / M. Silverman**

R. Herbertson updated Board on planning roadmap for 2025-26. No update on Booked for the Evening. Supposed to have a firm date as of May 1, likely a Fall 2025 date.

**Other Business**

**None**

C. LaCroix made the motion to adjourn and J. Price seconded the motion. Motion approved unanimously. Meeting ended at 8:07 pm.

Respectfully submitted by Sally Presutto, on behalf of Sheri Gordon