(September 16, 2026)

Approved Minutes of the Board of Trustees Meeting
7:00 pm
September 16, 2026

Trustees Present: B. Adams, S. Babson Kaplan, G. Blumenthal, R. Boroujerdi, B. Chan, B. Gaylord, T. Guleria, S. Kaplan, K. Patel, M. Silverstein, M. Sze, D. Travlos, L. Van Gundy, A. Zwick

Trustees Absent: D. Briggs, C. Charise, J. Corgel, S. Gordon, P. Quinsee

Meeting called to order at 7:01 pm.

President's Report: R. Boroujerdi
Minutes accepted as introduced by acclimation. R. Boroujerdi disclosed that K. Guion has resigned from the Board, effective July 31, and shared his thanks for her contribution. The RTM (LMA Committee) has been informed and a plan for replacement is set to be discussed at the committee level. B. Harmer welcomed K. Diamond as the new Program Director and provided detail on her scope of responsibilities and background. R. Boroujerdi covered the upcoming book sale (encouraging trustee participation), other events and ways for trustees to stay engaged. R. Boroujerdi also noted that the AI advisory group continues their work and a liaison will be presenting to the Board in the Fall.

Gov/Nom Report: B. Gaylord
B. Gaylord detailed work on the AI charter and related documentation. S. Babson Kaplan will serve as the liaison between Gov/Nom and the AI Council. Ongoing review of bylaws and policies, including the Investment Policy.

Development Report: M. Silverstein
M. Silverstein reported that BOOKED is very close to achieving target (see clarification in section below by B. Harmer). While ticket sales are marginally lower than in previous years, sponsorships have exceeded their target and ad sales for the monthly magazine have performed well albeit at and off a low base. The Annual Appeal will focus on increasing the number of donors and is set to launch in November.

Finance Report: B. Chan
B. Chan provided an update on Board of Finance Audit Committee's engagement with the library. The communication flow remains two-way with an expectation for continued progress in the analysis and presentation into and through budget season. He also noted that the Annual Audit, by CLA, for

the annual review of the Association's Financial Statements and Form 990, is proceeding well with no concern at this time. The Investment Committee continues to discuss the evolution and updating of the Association's Investment Policy. C. Ambrose has moved out of Westport and is no longer on the Investment Committee.

Treasurers Report: D. Travlos
D. Travlos reviewed actual results versus budget for the two-month period ended August 31, 2026. Performance is slightly ahead of budget. In conjunction with A. Tencic, D. Travlos also explained the nature, use and differences in the different forms of restricted funds by donors.

Executive Director Report: B. Harmer
B. Harmer reported that BOOKED has exceeded its goal, reaching $501,000, or 104% of goal.

K. Bijeva, Marketing Director, provided an initial review of the Marketing Department's performance and noted key areas for improvement, including driving social media performance following recent dips in users and building content. Two new staff members are being hired to replace vacancies.

T. Donahue presented survey results of the Association's internal data dashboard and discussed the Library's ongoing work on metrics, with a key focus on outcome data, access gaps and benchmarking. The discussion also included outcome measurement building on the Public Library Association framework and the importance of optimally presenting the ROI on the books and services provided by the Library.

M. Silverstein moved to adjourn, S. Babson Kaplan seconded, unanimously agreed. Meeting was adjourned at 7:58 pm.