

## **BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES**

Sept. 25, 2018

**PRESENT:** Liz Anderson, Carl Conrad, Marijean Conrad, Lynne Cooper, Cheryl Czuba, Emily Smith, Mary Karkutt-Kulak, Tom Piezzo, Myra Aronow, Lorraine Riess, Kent Jarrell, Alma Zyko

**ABSENT:** Pam Crum

Meeting called to order at 7:10 P.M. by President Marijean Conrad

**PUBLIC COMMENT:** Realtor, Carol O'Hare spoke about extensive damage to 916 Saybrook Road and estimated three weeks to get everything repaired, cleaned or replaced in order to have a successful sale. She hopes to have a Halloween Open House.

**SECRETARY'S REPORT:** Minutes of August 28, 2018 were approved as presented. Lynne/Myra

**DIRECTOR'S REPORT:** **1.** Book sale raised \$1272.50 and was an excellent community event. The Square credit card reader was used for the first time; a possible permanent addition to the Circ Desk. **2.** Tom is co-moderating two debates for regional state elections: State representative and state senator. To be held 6:30 PM on Wednesday, October 17 and Monday, October 22 at Valley Regional High School in Deep River. **3.** Fire safety inspection will be 10 AM Thursday. Tom will request Library fire drill consultation and training from the Marshal. **4.** The new HK Youth and Family Services director is a new library connection and possibly partnership. BML will again be represented at their upcoming annual Senior Citizens Expo on October 4. **5.** Tom is exploring options to create brief BML promotional and instructional videos.

**PRESIDENT'S REPORT:** **1.** Marijean collected signed Conflict of Interest forms from Board members. **2.** The Association of Connecticut Library Boards training session on Boards Basics will be brought to the Board in January. **3.** Marijean passed out a current list of committees and members.

**BUILDING & GROUNDS:916 Saybrook Road** **1.** Carl presented a 916 Saybrook Repair & Renovation estimate for discussion. Completion expected by the end of October **2.** Carl presented a summary of the 916 Saybrook Big Picture showing our cash flow from the acquisition in mid 2013 to the conclusion of a successful sale, under several scenarios. Bottom line, it would appear that our final cash investment in 916 will be in the range of 50K (+/-) assuming everything (purchase + initial fix up + rental for 5 years + R&R + resale + closing costs). For this 50K investment, we will have increased the size of the Library by about 3/4 of an acre which has given

us the ability to improve the north side with an additional parking lot and a new handicap entrance and expand the grounds on the north side and river side for activities and programs. **3.** A motion was made and passed to approve up to \$35,000 for improvements to 916 Saybrook Road. Lynne/Carl

**Exterior Project Part A** **1.** Whitney Huber is the lead coordinator of this project and provided (to B&G committee) an integrated plan for the north parking/entrance area, ADA railings, retaining wall and 2 additional sidewalks, and a lighting scheme. Committee approved plans with modifications concerning the lighting scheme and high utility pole. **2.** Whitney, Tom and Carl met with Liz Glidden on proposed changes to lighting in both parking lots and an additional parking space and a P&Z amendment will be required. **3.** Tom and Whitney will meet with P&Z about the above changes on 10/4. **4.** The committee expects the project to go to bid in January 2019 and work to start in March or April. **5.** Carl presented a lighting plan schematic designed by lighting engineers for the exterior.

**Exterior Project Part B** **1.** Whitney provided (to B&G Committee) updated plans for the north entrance door, hallways, 2 ADA bathrooms, children's library entrance doors off lobby, conference room entrance doors off lobby, teen lounge entrance door off lobby and conference room entrance door off utility hall way. The plans were approved with the modification that the teen lounge entrance door off lobby be excluded from Part B. **2.** Given the delay forecast for Part A, the committee will work to go to bid on Part B as soon as possible so that work can commence over the winter. **3.** SHIPO (State Historic Preservation Office) approval on the final plans for Parts A and B is required before construction can start. Tom will coordinate this.

**CAPITAL PLAN:** **1.** The main thrust of the Capital Plan is to pay for the interior projects, approximately \$360,000. **2.** All Board members are invited to the next Capital Planning meeting to discuss interior projects.

**DEVELOPMENT & PLANNING:** Kent presented a mock-up of his new fundraising brochure for discussion. It was approved and will be finalized by Kent and mailed out in October. Emily/Carl

**BUDGET/FINANCE:** no report.

**FRIENDS:** Thanks to Cheryl and Tom for all the work on the book sale. Marijean presented them with flowering plants. The book sale had many helpers including Friends, Board members and staff and there will be a party on Thursday at 11 A.M. to celebrate the success of the book sale.

**NOMINATING COMMITTEE:** No report.

**PERSONNEL & POLICY:** **1.** Discussed a privacy policy for the library. **2.** Library Director and BOT President are designated public spokespersons for the library **3.** A suggestion was made to retain a lawyer to go over revised policies such as the

incident form. **4.** Improvements to safety and security are to include a new VOIP system with 5 desk phones and 2 cordless phones, updating of emergency procedures and carrying out emergency drills. **5.** History room policy, Community Room Policy, and Donations Policy need to be revisited. Policies are on the library website.

**STRATEGIC PLAN: 1.** The current version of our Strategic Plan and the Year 1 Deliverables drafted by the Strategic Planning Committee were presented. “Year 1” is today through December 2019 for the annual deliverables. **2.** Committee members are asked to take a look at the deliverables and let the Strategic Plan committee know if they missed anything that they are expecting to do between now and December, 2019 or if they have concerns about any of the deliverables and to propose expected completion dates for the deliverables.

**NEW BUSINESS:**

Meeting adjourned at 9:12 P.M.

The next meeting will be Tuesday, October 23, 2018 at 7:00 P.M.

Respectfully submitted:

Alma Zyko, secretary

(approved minutes)