

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

June 25, 2019

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

ABSENT: Emily Smith, Cheryl Czuba, Pam Crum.

Meeting called to order at 7:03 P.M. by President Marijean Conrad

PUBLIC COMMENT: None.

SECRETARY'S REPORT: Minutes of May 28, 2019 were approved as presented.
Lynne/Kent

PRESIDENT'S REPORT: **1.** President Marijean presented a letter she composed, entitled "The Future Is In Your Hands" that will be part of the annual appeal later this year. **2.** Marijean will invite Donna Brinkerhoff and Henry Holtzman to the next Board meeting in August. **3.** Marijean displayed the flyer that Tom designed for the RiverQuest fundraiser.

DIRECTOR'S REPORT: **1.** The successful Summer Reading Kick-off 6/24/19 had giveaway bags from the Friends of the Library, and attendance of 65 children, a performance by Mr. Magic and photos taken for the Haddam Bulletin. **2.** Interviews begin this week for Camilla Howes's replacement with 3 chosen to be interviewed out of 13 applicants. Target start date is 7/16. **3.** Camilla sends her thanks for the generous retirement send-off. **4.** Tom is on vacation 7/3 through 7/14. **5.** The Pat Coleman fund has ended with a total of \$729 and two thirds will be used for the Children's department and one third for the teens. **6.** There are increases in youth summer volunteers and use of the new Teen Space. **7.** Tom said there was positive feedback for the LION initiative of automatic renewals and the Board approved this step.

NOMINATING COMMITTEE: **1.** A motion was made and passed (Lynne/Lorraine) to vote on two returning members and 2 new members as a slate. The vote was unanimous to accept Carl and Alma as returning members and Donna Brinkerhoff and Henry Holtzman as new members of the BOT. **2.** The new BOT officers were voted on as a slate (Lynne/Lorraine) and approved. They are: President: Marijean Conrad, Vice President: Pam Crum, Secretary: Alma Zyko, Treasurer: Lynne Cooper, Comptroller: Carl Conrad. **3.** The Board asked the Nominating Committee to meet with the Personnel and Policy Committee to refine the current method of bringing new people on the Board and to continue to recruit people during the year until the Board has reached its full membership of 15 members.

DEVELOPMENT & PLANNING: The committee had to postpone their June meeting so nothing new except that the committee has agreed to hold the “Food for Thought” event next year and will start organizing it at the October meeting.

CAPITAL CAMPAIGN: **1.** The first point of discussion in the June 12 meeting was the importance of recruiting volunteers. **2.** The next topic was prospecting and networking. The Board was asked to give Lynne the names of people they know in businesses and community organizations. People are needed for subcommittees. **3.** The third topic listed materials that need to be developed such as a case statement, tag line, menu of opportunity and a gift pyramid. **4.** The fourth discussion was about fundraisers. RiverQuest is September 14 and 12 tickets have been sold. The Brick project is currently on hold.

BUDGET/FINANCE: No report.

FRIENDS: **1.** The Friends are planning the September book sale. Dates are September 20, 21 and 23. There will be no dealer preview this time. **2.** The next Friend’s meeting is June 27.

STRATEGIC PLAN: **1.** Using the Strategic Plan and Renovation Plan, Tom helped Lynne compose a response to the town to address their 10 year Plan of Conservation and Development.

BUILDING & GROUNDS: **1.Results of the Public Bid for the EP (Exterior Project):** Although we received many inquiries from our extensive postings, we received only one real bid from G. Donovan Associates for 787K for Parts A/B combined. In addition, we received 2 partial bids: one for the fence portion of Part A and one for Part C. **2.**The Committee was concerned and curious as to why only one bid was received from the 25 contractors who requested detailed specifications. Various reasons were discussed as possibilities: (a) contractors “spooked” by imagined State bid administration requirements; (b) contractors very busy; and (c) EP a very small size project for a State bid. Whitney will follow-up with the contractors who didn’t make a bid, make inquiries as to why, and inform the Committee. (4 out of 5 responses showed that most contractors were too busy). **3.** The Committee rejected the Donovan bid as way too high, especially considering the updated cost estimates that Whitney provided. Tom will inform Donovan that we are rejecting their bid and also inform the other 2 bidders that we are not proceeding with these parts of the EP at this time. **4.Next Steps for EP:** The Committee felt that it might prove to be better economically to accomplish the EP without the constraints of formal public bidding even though this might require us to give up the State grant of 75K. Whitney suggested that he knew of 2 contractors (not from the 25 list who requested detailed specifications) whom he felt he could encourage to bid privately for the EP and return results by mid July. The Committee agreed to this approach. Whitney will approach these 2 contractors to bring in a bid, based on the new cost estimates in the range of 299K to 329K. In addition, the Committee agreed to request a performance bond from the winning contractor that

we expect will add approximately 2% to the overall cost. **5.** Tom talked to the state grant people and found out that we will lose the 75K grant if we go to private bid. **6.** On 6/18, Carl, Whitney and Tom met with representatives from Crown Castle (handling CEN Cable), Eversource and Frontier regarding how best to relocate the utility services in support of the EP. The consensus was that the most elegant solution would be to run all service lines in conduit underground from the utility pole on the other side of Route 154. After everything is in place, the current pole (owned by Frontier) would be removed. The advantage of this approach is that there would be no wires or poles on the BML side of Route 154. Note: For now with this approach we are deferring discussion of a generator installation (capital request of 17.5K rejected by the Town). **7.** Putting an upper limit on the contractor bids was discussed and a vote taken resulting in a cap of \$350K. The Board passed a motion to accept the direction of the Building and Grounds Committee and authorize the committee to proceed with the private bids with a cap of \$350K.
Lynne/Lorraine

INTERIOR RENOVATION: No report.

PERSONNEL & POLICY: **1.** For the library staff, the committee recommended matching the town's offer to its employees of a 2.25% raise for the year 2019/2020. The Board agreed. **2.** The committee recommended a future goal of adding 2 full time positions, that of Public Services Coordinator and that of Children's Librarian. This would shrink the number of employees needed and enable the library to be less dependent on the Director alone and also offer more library services and more library hours. It is estimated this would cost an additional \$60,000 to \$75,000. **3.** For the Director's salary, the committee presented a chart showing pay for CT library directors in similar size towns and listed our library director's added responsibilities and his positive contributions and mentioned that he has been recruited by another wealthier library. The Board approved a motion to accept the committee's recommendation of a more competitive salary for Tom. Myra/Lorraine

UNFINISHED BUSINESS: Marijean presented Mary Karkutt-Kulak with flowers and a gift in appreciation of her years of work on the Board.

NEW BUSINESS: None

Meeting adjourned at 8:56 P.M.

The next meeting will be August 27, 2019 at 7:00 P.M.

Respectfully submitted:

Alma Zyko, secretary

(approved)