

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

October 22, 2019

PRESENT: Elizabeth Anderson, Myra Aronow, Donna Brinkerhoff, Carl Conrad, Marijean Conrad, Lynne Cooper, Cheryl Czuba, Tom Piezzo, Emily Smith, Alma Zyko,

ABSENT: Henry Holtzman, Kent Jarrell, Pam Crum, Lorraine Riess.

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

PUBLIC COMMENT: None

SECRETARY'S REPORT: Minutes of September 24, 2019 were approved with one correction. Myra\Emily.

PRESIDENT'S REPORT: **1.** Marijean sent a thank you to Lizz Milardo for coming to our last meeting and also sent a revised data sheet for review by Lizz. **2.** After the election, Marijean will contact Joseph Centofanti (Board of Finance) and ask for funding for the lights in the southern parking lot. **3.** The Candidates' Forum went very well and was well attended. **4.** The idea of forming a new committee to promote more effective communication and public relations was discussed and will be looked into by the Personnel and Policy Committee. **5.** Marijean suggested BML honor someone who has contributed to the library. The Donor Reception would be moved to January and include the honoree. **6.** Marijean asked Tom to research bringing in a big name author a year from now.

DIRECTOR'S REPORT: **1.** The annual appeal was mailed Sept. 19, 2019 and \$5,285 has been received to date. **2.** Tom attended the Senior Info Expo and received positive feedback on the Candidates' Forum and the construction project. **3.** Tom is working with Henry on the public version of the Strategic Plan. **4.** LION is working on new pricing guidelines with a possible decrease for BML. **5.** October community meetings and BML programs showed attendance of 861 with 9 more events and meetings to go. **6.** Tom will present at MILE on Nov. 6th at MxCC.

STRATEGIC PLAN: Lynne will send out action steps not yet completed for committees to update. This will be the end of the first year of the Strategic Plan.

BUILDING & GROUNDS: **1.** Outside work will start in early November. **2.** Permits have been obtained and the town waived the fees. **3.** Two items still outstanding are the cost of the performance bond and the official contract.

INTERIOR RENOVATION: No report.

DEVELOPMENT & PLANNING: **1.** The committee will meet Nov. 7 to discuss the following items: Annual appeal results, Taste of Haddam 2020, reception for newly

elected officials, a donor event in January, and sending handwritten holiday cards to donors. **2.** The Taste of Haddam subcommittee met on October 17, 2019 to plan next years event, keeping the name, Food for Thought, and a possible date of 4/25. They also discussed the possibility of having a sponsorship opportunity for a local company such as Eversource, Pratt and Whitney and GCI. Tom, Lynne and Doreen will put together sponsor packages for this purpose.

CAPITAL CAMPAIGN: The committee is working on how to publicize the campaign and go after businesses while being aware of donor fatigue and delivering a consistent message.

BUDGET/FINANCE: 1. Carl's powerpoint presentation consisted of charts entitled: BML 2020 Fiscal Year YTD 3 Balance Sheet, 2020 Fiscal Year YTD 3 Payroll Detail, 2020 Fiscal Year YTD 3 Profit and Loss Cash Basis, a Brief History of Town Funding 10 Years, 2011-2020, BML 2017 to 2020 Fiscal Year Comparison-Payroll Expense, BML 2017 to 2020 Fiscal Year Comparison-Non-payroll Expense. **2.** Carl asked for input in preparing the 2021 FY Operating Plan for Library Net Expense, which will be reviewed at the November Board Meeting and provided to the Town in early December. These questions came up. How do we manage payroll and non-payroll expense? What type of COLA? How do we fairly compensate library staff? Is the library adequately staffed? Can the library maintain its services? How does BML get a fair shake from the town? Can we take BML data and tell a meaningful story? How do we ask the town for what we need and justify it?

FRIENDS: 1. At their September 26 meeting, the Friends discussed the BIG Book Sale. They plan to complain to the Middletown Press about erroneous publicity and to send Brenda Laflin a thank-you note for all she did. For next year, two small book sales are being planned with one during the town wide tag sale in the spring and the other in September or October where local organizations will be invited to have booths. **2.** Jenny is helping Robbie with the online book sales. **3.** The Hopeful Book List is done and the Friends hope to publish it in the Hartford Courant.

NOMINATING COMMITTEE: The committee is in the process of adding one more Board member.

PERSONNEL & POLICY: 1. The committee gave everyone their proposed changes to policies that govern the use of the meeting rooms and policies that govern the privacy of patron records. They will answer questions so the Board is ready to vote on these changes at the November meeting. **2.** The committee has started a process of developing goals for a staff survey and will follow up on that endeavor in the months to come.

UNFINISHED BUSINESS: **1.** Liz and Henry will be working on the Children's Essay Contest for middle schoolers. **2.** The ACLB annual conference is Nov. 8, 2019. Marijean, Lynne and Lorraine will be attending.

NEW BUSINESS: Hosting a December reception for newly elected candidates was discussed and the Development and Planning Committee will work on this idea.

Meeting adjourned at 8:56 P.M.

The next meeting will be November 19, 2019 at 7:00 P.M.

Respectfully submitted:

Alma Zyko, secretary

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