

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

November 19, 2019

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

ABSENT: Henry Holtzman, Kent Jarrell, Pam Crum, Emily Smith, Elizabeth Adams.

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

PUBLIC COMMENT: None

SECRETARY'S REPORT: Minutes of October 22, 2019 were approved. Carl/Donna.

PRESIDENT'S REPORT: **1.** Marijean sent a sympathy card to Cindy Tillson for the loss of her mother. **2.** Marijean presented next year's schedule of meetings and the Board approved it. Myra/Cheryl. The schedule will be posted at the Haddam town hall. **3.** The town garden club will decorate the library the first week of December. **4.** Marijean has been meeting with Social Services and the Committee on Aging, about the lights in the south parking lot. Bill Warner will accompany Marijean when she meets with the town Selectmen and the Board of Finance.

DIRECTOR'S REPORT: **1.** Tom completed the 18 page CT State Library Annual Report. The report shows BML had an overall increase in circulation and attendance at BML programs at a time when LION has shown a decrease in circulation. **2.** Children's Assistant Kelly Moore has started her new full-time position at Rockville (Vernon) Library, but will stay on at BML for substitute and special program coverage. This vacancy is being advertised with a 12/6/19 deadline. **3.** Intern, Michelle Pizzutto, (Library Technical Assistant certificate student) has been hired as a substitute. **4.** The BML Annual Report was filed with CT Secretary of State.

NOMINATING COMMITTEE: The Board passed a motion to accept Elizabeth Adams as a new Board member. Liz/Lorraine. Elizabeth is already organizing December and January Board events.

PERSONNEL & POLICY: **1.** The Board voted in favor of the proposed changes to policies that govern the use of the library meeting rooms and policies that govern the privacy of patron records. Carl/Cheryl. **2.** The committee has made considerable progress in the development of a staff survey with a goal to discover and solve any areas of discontent in the library staff. **3.** The Board voted in favor of forming an ad hoc Communications Committee. Carl/Lorraine. "The Communications Committee is tasked with promoting the mission and values of the library. It will seek to foster a clear understanding of the library's role in serving the community and to express

the library's operational and long-term needs. Committee members will help with interaction with town boards, especially the Board of Finance, and will be a presence at town meetings." Donna and Henry will serve on this committee.

BUILDING & GROUNDS: **1.** The standard contract has been achieved. **2.** The performance bond will be insured by Travelers and cost \$12,900. **3.** Work will start on Dec. 9, 2019 and finish on or before June 26, 2020. A groundbreaking ceremony is being planned. **4.** The screening fence will be included with landscaping costs.

INTERIOR RENOVATION: No report.

DEVELOPMENT & PLANNING: **1.** The committee met Nov. 7 and planned an open house reception for newly elected officials on Friday, Dec. 6, from 4 to 6 p.m. This time slot enables seniors to come at this earlier hour with working people dropping in later. Both Bob McGarry and Christine Palm have committed to attend. Norm Needleman may drop by between other events. Several other new town officials have also committed. Elizabeth and Donna will arrange for coffee and simple refreshments. This is a new venture to expand our growing base of support in the community. **2.** The committee also planned the Donor event to be held on Saturday, January 25, from 4 to 6 p.m. A previous state troubadour will sing for the event for about 45 minutes. We will set up chairs/ tables in the history room and think of it as a cabaret style party with food and drink. An award will be given to a longstanding library supporter. Marijean passed out forms to nominate candidates for this honor. **3.** New Year's cards with notes to donors will be sent the week following Christmas with a possible writing session beforehand and a "save the date" message for the upcoming Donor reception. Tom has ordered the cards. **4.** The Taste of Haddam Food for Thought committee under the leadership of Doreen has a tentative date of April 25, 2020 from 6-8:30 P.M., keeping the same ticket price of \$35. **5.** The 2019 Taste of Haddam Food for Thought event cleared \$5972.69. Next year, it is budgeted to raise \$4,000. **6.** As of Nov. 7, 2019, the annual appeal has raised \$5976. The mailing cost \$500 less than the previous year. A reminder letter will go out early December to people who gave last year but haven't contributed yet this year.

BUDGET/FINANCE: **1.** Marijean met with Barbara Bertrand on 10/28 and established that a COLA of 2.25% would be a reasonable assumption for the 2021 FY Operating Plan. They also discussed keeping the 2021 FY capital spending request the same as last year for the Interior Project, a total of 377.5K for the 2 FYs 2021 and 2022 with last year's 17.5K generator request subsumed into the IP total of 377.5K. Using these assumptions, Carl and Tom prepared the 2021 FY Op Plan for the Board's review. **2.** Carl and Tom presented the 2021 FY Operating Plan to the Board with charts including the Big picture, Expense detail, Capital spending, Profit and loss, and Town Funding. **3.** The Board voted to accept the proposal with the Library Net Expense at \$441,789 and the Town Funding request at \$368,010 and the Capital Funding Request at \$377,500.

FRIENDS: **1.** Robbie is posting a To-Do list in the Book Nook so that walk-in volunteers can tackle a necessary task. **2.** Book Nook prices are: paperbacks \$.50; trade paperbacks \$1.00; children's paperbacks and picture books \$.50; and adult picture books \$1.00. **3.** The Friends reviewed and improved their publicity.

STRATEGIC PLAN: **1.** Lynne sent out action steps for committees to update with a deadline of Dec.1, 2019. **2.** Lynne is asking committees to develop metrics for 2020.

CAPITAL CAMPAIGN: The committee plans to use Henry's Strategic Plan brochure with one page on the renovation; create a donor pyramid; have speaking points for corporate sponsors; give out BML bags; and look into having bricks for sale at the January donor reception.

UNFINISHED BUSINESS: **1.** Liz will contact the middle school about the Children's Essay Contest. **2.** The ACLB annual conference was attended by Marijean, Lynne and Lorraine. New Board members are encouraged to attend next year. **3.** Locations for the Little Free Libraries are: Higganum Center, Haddam Neck Fire Department, Bridge Street near Valley Provisions, and Rt 81 near Blue Highway Cafe. BML staff members have received positive feedback from these Little Libraries.

NEW BUSINESS: **1.** BML is planning a program for the 2020 census for the community. BML will have information and staff ready to help people with their paper forms and computers available for digital forms and also be an interview site for census jobs. **2.** The annual holiday party for staff and volunteers will be held on Wednesday, Dec. 11 at 3 p.m. Tom will organize food and ask for contributions. The Board will provide a small monetary donation to each staff member and gifts for volunteers. This is an informal event for Board members, library staff and volunteers.

Meeting adjourned at 8:56 P.M.

The next meeting will be January 28, 2020 at 7:00 P.M.

Respectfully submitted:

Alma Zyko, secretary

(approved)