

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

January 28, 2020

**PRESENT:** Elizabeth Adams, Myra Aronow, Donna Brinkerhoff, Carl Conrad, Marijean Conrad, Lynne Cooper, Cheryl Czuba, Kent Jarrell, Tom Piezzo, Lorraine Riess, Emily Smith, Alma Zyko.

**ABSENT:** Elizabeth Anderson, Henry Holtzman, Pam Crum.

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

**PUBLIC COMMENT:** None

**SECRETARY'S REPORT:** **1.** Minutes of November 19, 2019 were approved with corrections. Carl/Donna. **2.** Thank you notes from Sue Staehly and Michelle Pizzuto were passed around.

**PRESIDENT'S REPORT:** **1.** Marijean passed around thank you notes from Betty Devlin and Marissa and Isabelle and email from BJ saying the donor event was wonderful. **2.** Marijean presented gifts to Donna and Elizabeth in appreciation of their work on the donor event. **3.** Ed and Judy Munster and Peter and Mary Aduskevich were honored at the donor event. **4.** The new Strategic Plan Brochure was available at the donor event and also at the Board meeting.

**DIRECTOR'S REPORT:** **1.** Tom is meeting with Jessica Condil (Haddam Senior Services) tomorrow in Hartford on the census. Trish Jarrell is working with Tom and Jessica on the census. **2.** Tom said thank you for the donor reception work. **3.** Tom will be attending the P.L.A. conference 2/25 – 29 in Nashville. **4.** Tom is giving a MILE presentation Fri. 3/20. **5.** There were no suitable candidates for the Children's Assistant vacancy so the job was re-posted. **6.** Donor Perfect software is under review because a few important donors were left out. **7.** There is a meeting at the Middle School tomorrow about the essay contest. The Friends will be offering prizes and a pizza party and the topic is happiness. **8.** BML received a grant of \$2,700 to replace a computer station.

**NOMINATING COMMITTEE:** There is still one opening for a Trustee.

**FRIENDS:** **1.** The fundraising flier will be sent to the printer in February. It includes requests for support for the middle school essay contest on happiness, for an early literacy colored printer and for a drive-up book drop. **2.** Book Sales are planned for April 2, 3, 4, 6, and Sept. 3, 4, 5, 7, with the Friends and the Board bringing books to the Haddam Neck Fair on Sept. 4-7. **3.** The Friends are considering a Sister Project with St. Francis, Maine to support the forming of a new library there. **4.** Safe Boxes will be made out of books and sold at the book sales and the Haddam Neck Fair. **5.** Some of the Friends expressed interest in attending FOCL regional meetings and

annual conference after Robbie Marshall gave a presentation on the FOCL Annual Conference. **6.** The Book Nook will remain in its current spot. Thank you Building and Grounds Committee! **7.** The Friends will develop a new Booklist for Challenging Times.

**PERSONNEL & POLICY:** None.

**STRATEGIC PLAN:** **1.**The committee is following up on the first year metrics and is considering how to set up metrics for 2020. **2.** Lynne suggested having the Board hold a special meeting to reconsider and modify the strategic plan to align with the library renovation and consider problem areas such as communication and publicity and staffing and decide a direction. Kent offered to host the meeting.

**BUILDING & GROUNDS:** **1.** Work is continuing and should be done by the end of June. **2.** There is a problem with lichen on the library roof on the north side and possible problems with the entire roof.

**INTERIOR RENOVATION:** **1.** The committee is considering Whitney's recommendations for tile, flooring, plumbing fixtures and a bathroom specifically designed for children. **2.** Frosti Water Co. is investigating the slightly yellow color of the water. **3.** Meetings will be held about every two weeks starting with Feb. 4 at 1pm. **4.** The BML renovation qualifies for Category 1, major remodel status in excess of 500K for the state grant request. The state gives more priority to larger requests but plans need to be completed by August 30.

**DEVELOPMENT & PLANNING:** **1.** The Annual Appeal raised \$9,754.60 in total. The annual appeal goal for FY20 was \$5,000 and the follow-up letter goal was \$1,000 so the annual appeal exceeded its goals. **2.** Doreen has scheduled the next meeting of the Taste of Haddam/Food for Thought committee for Thursday, January 30th at 6:30 p.m. The event has a tentative date of May 2, 2020 and a goal of \$4000. Please help with planning if possible. Check with Doreen to find out what type of help is most needed. **3.**The FY20 fundraising calendar includes the Annual Appeal with goal of \$5000, Friends' Book Sales with goal of \$1,300, Annual Appeal follow-up mailer with goal of \$1000, Friends' fundraising brochure with goal of \$1600, and Taste of Haddam with goal of \$4000. Other fundraisers are the town-wide brochure, Book Nook sales, sales on Amazon and sales of merchandise.

**CAPITAL CAMPAIGN:** **1.** Lynne talked with Ed Munster about the 1995 Capital Campaign and how it was done. **2.** The committee is developing a brochure with concepts of "stepping into the future" and "building for the future." Trish is doing design and graphics work. **3.** The committee is meeting on Feb. 5 on bricks and a regular meeting on Feb. 6 on developing fundraising ideas, naming awards, publicity, networking and tying the capital campaign into the library website.

**BUDGET/FINANCE:** **1.** Carl presented charts titled: Capital Spending-5 year summary FY 2018-2022; 2020FY YTD Balance Sheet; 2020FY YTD Payroll Detail; 2020FY YTD Profit and Loss Cash Basis; and 2017-2021 FY Comparison-Non-payroll Expense. **2.** In order to request a state grant for its renovation, BML needs to have detailed plans by spring and to have secured half of \$753,000. Hopefully, the town will commit to this amount.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:** **1.** Lynne expressed concern about six chairs that are missing after having been loaned out. Tom will have staff use Google calendar to keep better tract of chair loans. **2.** Motions were made to enter and exit an executive session that lasted about 10 minutes. **3.** A motion was made and passed to reimburse the library director for expenses incurred when he attends the P.L.A. conference in Nashville TN in February. Lynne/Donna.

Meeting adjourned at 8:47 P.M.

The next meeting will be February 25, 2020 at 7:00 P.M.

Respectfully submitted:

Alma Zyko, secretary

(approved)