

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

February 25, 2020

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

ABSENT: Elizabeth Anderson, Henry Holtzman, Pam Crum, Donna Brinkerhoff, Tom Piezzo.

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

PUBLIC COMMENT: None.

SECRETARY'S REPORT: Minutes of January 28, 2020 were approved as read. Myra/Lorraine.

PRESIDENT'S REPORT: **1.** Marijean and Tom attended the Board of Finance meeting where they presented a six page report on what the library does for the town, library fundraising, library spending and town funding, staff salaries and wages, the library trust fund, the renovation plan and the library request for town funding for the operational budget and the renovation. Marijean said the BOF was attentive and seemed to support both requests. **2.** Marijean presented a Security Needs 2020 report which listed cameras outside in the parking lots and inside, a panic button on circulation desks on both levels, loudspeaker capacity, heat sensors and sprinklers and lighting for the outside of the building. **3.** BML is paying for a filtration system on its well water and also bottled water for drinking. More information on the BML well is needed.

DIRECTOR'S REPORT: (from written report) **1.** Thank you from Tom for the opportunity to attend the annual conference of ALA's Public Library Association. **2.** The Census committee plans to host job recruitment events, provide an in-community training site for Census workers, promote Census publicity materials and assist citizens with accessing the Census website. Community partners are Jessica Condil, Laurie Rudefer, Director of HK Youth and Family Services and Trish Jarrell. **3.** The second round of Children's Services Assistant position interviews are complete and the job has been offered and accepted. Emma Rothmann will begin mid-March. **4.** Teen Services library assistant, Kristen Carpentier will leave BML for a full time teen services position at the Durham Public Library. Tech Help responsibilities will be given to Robbie Marshall and other duties re-distributed until the position is filled. **5.** Tom will represent BML at HK Middle School's "Read Across America Day" on March 3rd and at MILE for a book study and discussion March 20th.

BUDGET/FINANCE: Carl submitted a BML Trust fund Perspective FY 2017-2020 to show where we have come from financially and where we are going.

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

FRIENDS: **1.** The fundraising flyer was passed around and will be mailed soon. **2.** Friends are continuing to work on the student essay contest. **3.** The author, Stephen King, has donated money for the sister project with St Francis, Maine. **4.** Cheryl reports that the Friends are very busy and would like more helpers.

PERSONNEL & POLICY: None.

STRATEGIC PLAN: An all Board member meeting is scheduled for March 7th from 10-1, hosted by Kent with the intent to discuss the current plan, review accomplishments, expand the plan's vision, and set next year's deliverables.

BUILDING & GROUNDS: **1.** A change order for 18,549 was approved on 2/18 for the Simmons project, the details being: tile vs. carpet flooring, \$7,297; tile wainscoting in bathrooms, \$3,841; and new plumbing fixtures, \$7,411. This amount will come from the project contingency of \$21,839 reducing it to \$3,290.

INTERIOR RENOVATION: **1.** Tom and Lorraine met with Ted Esselstyn for a tour of the Children's area and discussed the layout and theme "Land of Enchantment" and are waiting for his ideas. **2.** Lorraine showed the Board wood ceiling tile samples and floor tile samples. **3.** Whitney and the committee reviewed and discussed the layout of the Teen Lounge, the staff workroom, the kitchen, lobby and community room doors, and a security system. **4.** The next meeting is March 3rd.

DEVELOPMENT & PLANNING: **1.** The date for the Taste of Haddam Food For Thought fundraiser has been changed to Saturday, October 3rd. Because this will be the next fiscal year, the committee is looking at holding a smaller fundraiser this spring. One suggestion is to show the documentary "A Good Nazi" along with an author reception. **2.** Lynne passed around a flow chart made by Trish, showing the timing of fundraisers.

CAPITAL CAMPAIGN: **1.** Lynne showed the latest version of their 4 page brochure with concepts of "stepping into the future" and "building for the future," a fundraising plan and renovation phases. **2.** There are many questions and variables so numbers won't be firm until the summer. **3.** The Book-a-Brick project is underway.

NEW BUSINESS: Motions were made to enter and exit an executive session that lasted about 45 minutes. Emily/Kent.

Meeting adjourned at 9:11 P.M.

The next meeting will be March 24, 2020 at 7:00 P.M.

Respectfully submitted:

Alma Zyko, secretary

(approved)