

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

June 23, 2020

**PRESENT:** Elizabeth Anderson, Myra Aronow, Carl Conrad, Marijean Conrad, Lynne Cooper, Cheryl Czuba, Kent Jarrell, Lorraine Riess, Emily Smith, Alma Zyko, Henry Holtzman, Pam Crum, Donna Brinkerhoff, Tom Piezzo. (includes several members who attended via Zoom)

**ABSENT:** Elizabeth Adams.

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

**PUBLIC COMMENT:** None.

**REVIEW OF AGENDA:** Motion made and passed to move the Personnel & Policy Report to the end of the meeting. Cheryl/Donna.

**SECRETARY'S REPORT:** Minutes of the February 25, 2020 meeting and minutes of the March 11, 2020 emergency meeting were approved as read.

**PRESIDENT'S REPORT:** **1.** There are four ways to send email: monthly newsletter, children's email, teen email, and email blast with Facebook, Instagram etc. Tom will sign up Board members for all four in order to keep members better informed about library happenings. **2.** Staff member, Ana Moreno resigned. The Board will send her a letter of thanks for her work.

**DIRECTOR'S REPORT:** **1.** Tom and the library staff wish to thank the Board for its support during the COVID pandemic. **2.** All staff reports back to the library this week. Staff updates include maternity leave for Marissa, resignation for Ana and Katrina's first day in the BML building. **3.** Touch-less pick-ups will start July 1st with room for 40 a day with 10 items maximum per bag. Holds start the second week of July. Patrons may contact the library by phone or email to order books and other materials. Book drops will open Monday and books will be quarantined for five days. **4.** The summer reading supplies were received today and the program will start online on July 1<sup>st</sup>. **5.** The payroll protection loan forgiveness application will be released soon which will turn the \$57, 500 loan into a grant. (Thanks to Tom for securing this loan).

**NOMINATING COMMITTEE:** **1.** Myra, Lynne, Cheryl and Lorraine agreed to continue for another term. A motion was made and passed to approve their new terms. Carl/Donna. **2.** A motion was made and passed to accept the 2020-2021 slate of officers: Marijean, president, Pam, vice-president, Alma, secretary, Lynne, treasurer, and Carl, comptroller. Liz/Lorraine.

**FRIENDS:** 1. The Friends haven't met since March but try to keep in touch with each other. 2. Fundraising this year has brought in about \$1,000.

**STRATEGIC PLAN:** No report.

**BUILDING & GROUNDS:** 1. Whitney continues to work with Frontier, Eversource and the State of CT to arrange a new utilities pole to replace the current one located in the middle of the planned new parking lot. 2. The retaining wall and plaza is visibly underway and donor bricks have been solicited and ordered. 3. Inside, the tiling work is generally complete in the entrance hallway, the lobby and the three bathrooms. The toilets have been set, but work remains on the sinks and their cabinet surrounds. Toilets are available for staff in the Senior Center. 4. The existing shed was sold for \$3,800 and taken away. A new smaller shed (10x14) has been ordered for the same price and will be installed in early August, once the ground has been prepared. A motion was made and passed to approve the \$3,800 shed purchase payment. Donna/Cheryl. 5. The septic system has been repaired and properly baffled to prevent any future backups. 6. Tom found out this morning that the Madison Library is selling their outdoor drive-up book-drop for \$2,000. It is in good condition and the BML outdoor book-drop needs at least \$1,800 worth of repair. A motion was made and passed to purchase the book-drop. Lynne/Donna.

**INTERIOR RENOVATION:** 1. The plumbing and finishing of the three bathrooms continues. A letter was sent to Simmons to expedite the completion of at least one adult bathroom for the staff to use. 2. Gail Christie is waiting for a sketch from Ted Esselstyn to begin planning the mural for the children's bathroom. Lorraine passed around tentative drawings for the murals. 3. Whitney should have an updated proposal for the main floor adult library soon. 4. The committee still intends to keep to the grant dates and deadlines. A letter of intent was completed and submitted by Tom to begin the grant process.

**DEVELOPMENT & PLANNING:** 1. The Development Committee met on March 10, 2020 and discussed hosting a local author at the library with a book signing and/or partnering with DaVinci Pizzeria delivering pizzas. While both ideas were accepted by committee members, it was agreed that fundraising events would temporarily be put on hold until the impact of the Corona Virus could be better evaluated. 2. The spring book sale was discussed and it was agreed that it should be cancelled due to Corona Virus concerns. 3. The Development Committee calendar was reviewed and revised. The Taste of Haddam was moved to the first quarter of 2021 but the annual appeal will still go out in September. 4. Tom reviewed the Donor Perfect software that has been in use for approximately 8 months. The committee discussed the need to formalize how it tracks donations, ticket purchases to events, in-kind contributions, and capital campaign contributions from year to year to get a clearer picture of who is supporting the library and how. 5. BJ reported that the writing competition has been very well received in the schools. Winners received a \$25 gift card. This event will be added to the Development Committee non-fundraising schedule.

**CAPITAL CAMPAIGN:** **1.** The first wave of bricks has been ordered with an additional 5 or 6 ready for the next wave. **2.** There are many questions and variables but numbers are needed before the next step in the capital campaign. **3.** A 12x12 brick will be purchased by Board members. Let Lynne know if you wish to contribute.

**BUDGET/FINANCE:** **1.** BML received a Paycheck Protection Program (PPP) Loan of \$57,500 in late April. This will be converted into a grant once requirements are satisfied. **2.** The Town approved the BML budget request for the upcoming 2021 FY of \$368,010, which is a \$22,854 increase from the previous 4 years. **3.** As of June 19, our 2020 FY YTD return (I/E Account) was \$85,759, an increase of 3.82%. This is a recovery from the YTD 9 decrease of \$143,206, (-6.38%). There are 7 trading days left in the current FY.

**UNFINISHED BUSINESS:** **1.** BML promoted the census on its website. **2.** The Middle School Writing Contest had 5 entries and 3 winners. A prize and gift certificate was sent to each of the winners.

**NEW BUSINESS:** **1.** Kent reported that a proposal was written describing the Poet Laureate project. It will be a town position with the library as coordinator. Selection will be in the fall. **2.** Donna reported that Laura Glimmer has donated high-end kitchen items to the library. The items will be available to borrow or use for cooking classes. **3.** The four free libraries are in place and operational.

**PERSONNEL & POLICY:** **1.** The committee will not propose any COLA increase for staff this year. However, within the next 2 to 3 years, the committee plans to adjust staff salaries to match the minimum entry-level salary recommendations of the Connecticut Library Association and make these salaries retroactive to July 1, 2020. **2.** A motion was made and passed to accept the Communications Committee as defined by the Personnel & Policy Committee as a permanent committee. Carl/Cheryl.

A closed session lasted from 8:28 until 8:47.

Meeting adjourned at 8:48 P.M.

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

Respectfully submitted:

Alma Zyko, secretary

(Approved)