

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

September 24, 2019

PRESENT: Elizabeth Anderson, Myra Aronow, Carl Conrad, Marijean Conrad, Lynne Cooper, Cheryl Czuba, Kent Jarrell, Tom Piezzo, Lorraine Riess, Alma Zyko, Lizz Milardo

ABSENT: Donna Brinkerhoff, Henry Holtzman, Emily Smith

Meeting called to order at 7:03 P.M. by President Marijean Conrad

PUBLIC COMMENT: **1.** First Selectwoman, Lizz Milardo, spoke to the Board about her concern about the library not receiving the funding it requested from the town. She said that the library should find a better way to use numbers and data to request money. She said that the town is concerned about duplication of services and that the library could share snow plowing and ordering of supplies. She offered to waive the Building permit fees for the library exterior project. She said that Board members should come to town meetings other than to ask for money. She suggested that library information could be put on the Haddam town website. She complimented the library on its Taste of Haddam community event and fundraiser. **2.** After Milardo left, the Board discussed forming an ad hoc committee whose members would attend town meetings and advocate for the library and remind the town of the library's mission, vision, accomplishments and needs.

SECRETARY'S REPORT: **1.** Minutes of August 27, 2019 were approved as presented.

PRESIDENT'S REPORT: Marijean sent flowers and fruit to Marissa and a sympathy card to Lizz Milardo and the Merick family.

DIRECTOR'S REPORT: **1.** Considerable money will be saved on the Drive-up Book Drop with high school metal shop students building it. The book drop needs to be available when the parking lot is torn up to keep the return of library books from being difficult. **2.** The book sale made \$1,494 as of today. **3.** The annual appeal was mailed Sept. 19, 2019 and \$1,865 has been received to date. **4.** Seven questions have been received for the Candidates' Forum. **5.** The Little Free Library at the Higganum Market is being used according to people who are monitoring it.

BUILDING & GROUNDS: **1.** A Letter of Intent was signed this morning by Whitney and Simmons to go ahead with the exterior project for \$437K with work to start in late October or November. **2.** Simmons still has to get a performance bond. **3.** The formal contract will be more detailed.

INTERIOR RENOVATION: No report.

DEVELOPMENT & PLANNING: **1.** The Annual Appeal has gone out. It is a tri-fold brochure with a letter from the Board president on the inside. One of the 'folds' is a donation form that people can send back to the library. **2.** The committee's next project is to plan a donor event.

CAPITAL CAMPAIGN: **1.** A chart of expenses and earnings from the Riverquest fundraiser was presented and showed that net earnings were over \$3000. **2.** A Capital Campaign\Strategic Plan brochure was passed around containing the plan's 4 goals and the library's mission and vision. The committee will revise and refine the brochure. **3.** The Capital Campaign will not be launched until half the money has been received or pledged.

BUDGET/FINANCE: **1.** Carl's powerpoint presentation consisted of charts entitled: BML 2019 Fiscal Year YTD Balance Sheet, Investment /Earning Account 5 year Review, 2019 Fiscal Year YTD 12 Payroll Detail, 2019 Fiscal Year YTD Profit and Loss Cash Basis, BML Non-Profit Profile, Form 990 First Page, Information from Form 990 Assets' page, 2018-2029 Fiscal Year Comparison Profit and Loss Cash Basis, A Brief History of Town Funding 10 Years, 2011-2020, Capital Spending 5 Year Summary 2018-2022. **2.** Good news from these summaries is: investments did well; 916 Old Saybrook Road was sold; payroll is on plan; roof was repaired; online book sales are good; fundraising is up; Donor perfect software is helpful and a new telephone system was added. Bad news is that town funding did not increase. **3.** A motion was made and passed to approve the BML (80 page) tax return. Lynne/Myra.

FRIENDS: **1.** The big book sale was successful but is very labor intensive and with the Book Nook and the online sales doing well, Cheryl thinks possibly two small book sales might be less work with similar results. **2.** On the plus side, the big book sale is a good community project. **3.** The first Little Free Library is in place at the Higganum Village Market.

NOMINATING COMMITTEE: The committee has been asked to look for one more trustee.

PERSONNEL & POLICY: Board members signed the Conflict of Interest form.

STRATEGIC PLAN: No report.

UNFINISHED BUSINESS: **1.** The candidate's forum is Oct. 2, 2019 at 7pm in the High School auditorium. There will be a library table, voter registration table and a table for refreshments. The forum will be televised. **2.** Liz and Henry will be working on the Children's Essay Contest for middle schoolers. **3.** The ACLB annual conference is Nov. 8, 2019. Marijean and Lorraine will be attending. Attendance forms are due by Oct. 18, 2019.

NEW BUSINESS: None.

Meeting adjourned at 9:10 P.M.

The next meeting will be October 22, 2019 at 7:00 P.M.

Respectfully submitted:

Alma Zyko, secretary

(approved with corrections)