

# **BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES**

August 25, 2020

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

**ABSENT:** Elizabeth Adams, Cheryl Czuba.

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

**PUBLIC COMMENT:** None.

## **REVIEW OF AGENDA:**

**SECRETARY'S REPORT:** Minutes of the June 23, 2020 meeting were approved with one correction. Carl/Donna.

**PRESIDENT'S REPORT:** **1.** Marijean presented thank you notes from Donna and Marissa. **2.** Marijean praised Gail Christie for the mural in the children's bathroom.

**DIRECTOR'S REPORT:** **1.** Staffing continues to present a challenge, particularly with the school year impacting employees' schedules. Marissa plans to return in late September, provided her sons can remain on site in school, and her childcare remains healthy. Tom will hire the replacement for the vacant children's assistant position in October. **2.** Curbside pickup is running smoothly, averaging 50-60 books daily. Pick-up hours will expand to include a second evening (Wed.) and Saturday mornings. **3.** Materials ordering has regained full pace but the inter-library loan process takes quite a bit longer. **4.** Tom presented the construction grant documents to be approved by the Board. **5.** Re-opening the library is contingent on construction. The library's bottom floor is a work zone and the library needs a certificate of occupancy before it can allow people in. **6.** Library staff is looking into making wellness calls to library patrons. **7.** The PPT loan forgiveness application is in the queue and should be approved soon.

**BUDGET/FINANCE:** **1.** Carl presented his financial report for the 2020 FY with the following charts: Balance Sheet, Competitive Benchmarks from Merrill Lynch and Vanguard accounts, Payroll Detail, Profit and Loss Cash Basics, Capital Spending from 2017-2021, Merrill Lynch Report, 916 Saybrook Road Big Picture-From the Beginning-Cash Flow, BML Trust Perspective from 2017-2020, BML Trust Perspective 4 Year Projections, page 1 of Form 990, Non-Profit Profile, and 2019-2021 FY Comparison-Profit and Loss-Cash Basics. **2.** A few highlights from the report are: Net Income in the 2020 FY from the 3 management sectors (Library Net Expense + Town Support + Fundraising) was negative 52K, 19K better than plan; Payroll was 7K lower; Other spending was 5K lower primarily due to the library

closure in mid-March; BML received an unanticipated grant of 3K from the Community Foundation of Middlesex County for an early learning literacy station; Fundraising was 4K higher, NI from the Capital Campaign in the 2020 FY was 5K evenly split between the Swallows Cruise and the Donor Brick Program; Capital Spending in the 2020 FY was 156K, 152K for the Exterior Project and 4K for the Interior Project; BML received a Paycheck Protection Program Loan of 58K, that will be subsequently converted to a grant; Funding from Trust requirements in the 2020 FY were 145K, offset by 82K of Return on Investments; Mutual funds in the Vanguard account continue to rank superior; Liquidation of the Merrill Lynch account will conclude during the 2021 FY; Capital Spending (all years) for the combined EP and IP is forecast just shy of 2M; Exterior Project is forecast at 614K including 200K of interiorwork.

**BUILDING & GROUNDS:** 1. 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 has stalled until new poles become available since the recent storm clean up and repair used up the current supply.

**INTERIOR RENOVATION:** 1. The mural in the children's bathroom is just about complete. Gail Christie just needs to finish the protective coat touch up. It's wonderful! 2. Donations for the children's bathroom include the white floor, wall tiles and mural paint. 3. A bench for the lobby was selected from City Bench inventory at a cost of \$600 and is being generously donated by the Friends of the Library. A plaque will be included on the bench. 4. A plumber is coming to fix the problem with the toilet in the adult bathroom. The rest of the plumbing fixtures have begun to arrive, according to Simmons Construction. 5. A meeting with Whitney and Trustees was held on July 29 with his final drawings for the interior remodel presented. With a few suggestions in hand he has just about finished the drawings required for the grant submittal. There was some e-mail discussion about his proposal for the circulation desk columns and ceiling treatment. No change for now but it can be revised at a later date. 6. Grant dates and deadlines are being met. A preliminary review by the grant committee requested a letter from the town BOS confirming their commitment for \$377.5 K which is now part of the submittal package. The committee intends to submit the final application before September 1 with a total request of \$1,350,000 asking the state for \$675,000. A total of \$297,500 will be the library's responsibility and the remaining \$377,500 provided by the town. Many thanks to Tom and Whitney for all their efforts. 6. A motion was made and passed to approve the planning estimate of \$1,350,000 which includes the \$675,000 grant from the state and \$377,500 from the town and the rest (\$297,500) from the library trust and the capital campaign. Carl/Donna. 7. Whitney was paid \$4000 for architectural services for the FY 2020

**CAPITAL CAMPAIGN:** 1. Carl provided the numbers (\$100,000-\$300,000) that Lynne requested in order to plan the campaign. 2. Planning is complicated by the

pandemic and the financial losses of people and businesses. **3.** Logos can be added to the bricks at a cost of \$5.

**FRIENDS:** **1.** The Friends have agreed to let selected books from the Book Nook be used to fill the Little Free Libraries. **2.** The Friends have renewed their membership in the state Friends organization.

**PERSONNEL & POLICY:** **1.**The Committee reports that the plan for the first stage of staff raises and realignment of duties is complex and could not be completed by this meeting. Nevertheless the clear goal is to bring Staff salaries to the levels recommended as minimal entry-level salaries by the Connecticut Library Association in a period of no more than three years and ideally within a period of two years. The new Staff salaries, when determined, will be retroactive to July 1, 2020 unless it is a new position. **2.** The committee would like to propose the position of Board President Emeritus, a non-voting position to last for one year after the retirement of a Board President. At the discretion of the retired President, she or he would attend such meetings as she or he felt able to give useful counsel. Committees could also request his or her attendance at a meeting. The committee feels this could help smooth the transition between Board presidents especially in difficult times. Discussion followed this proposal and further consideration was deemed necessary with possible updates to the bylaws.

**COMMUNICATIONS:** **1.** The Communications Committee has been working on a layout for the fall fundraising effort. They are considering sending this as a mailer and an ad in one or both of the local newspapers. **2.** The committee is waiting for a final review from the First Selectman before proceeding with the Haddam Poet Laureate Program. **3.** The committee, including Henry and Donna, is helping to coordinate and assist on library communication efforts lead by Tom. It was suggested that the library communicate to the public some of the issues involved with re-opening the library.

**DEVELOPMENT & PLANNING:** **1.** The committee met on July 16, 2020 and discussed the annual appeal. The Communications Committee will compose the letter and it will be sent out mid September. **2.** The Taste of Haddam is postponed until spring 2021 at the earliest. **3.** Proposed dates for the spring and fall 2021 book sales are: April 9, 10, 12 and October 1,2, 4. **4.** Attracting business sponsorships was discussed. **5.** A revised fundraising calendar was sent to the Board members. **6.** The committee discussed online fundraising ideas such as hosting an online auction or hosting an online performance.

**STRATEGIC PLAN:** No report.

**NOMINATING COMMITTEE:** No report.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

Meeting adjourned at 8:59 P.M.

The next meeting will be September 22, 2020 at 7:00 P.M.

Respectfully submitted:

Alma Zyko, secretary

(approved with amendments)