

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES
September 22, 2020

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

ABSENT: Pam Crum, Emily Smith.

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

PUBLIC COMMENT: None.

REVIEW OF AGENDA:

SECRETARY'S REPORT: Minutes of the August 25, 2020 meeting were approved with three amendments. Lynne/Carl.

PRESIDENT'S REPORT: Marijean commended Tom, the library staff and Board members for their work and flexibility while dealing with construction at the library and the pandemic.

DIRECTOR'S REPORT: **1.** The construction grant application needed a technology plan so Tom wrote one. The plan provides a vision statement, present technology, goals, objectives, means, budget, training, and evaluation. A motion was made and passed to accept this plan. Donna/Cheryl. **2.** A new "e-museums" page is coming to the library website. **3.** Regular work continues: performing staff training, providing backup coverage and former staffs' tasks, annual appeal, grant application, annual insurance audit, poet laureate committee, construction coordination, collection maintenance, etc. **4.** Throughout LION, there are reports of attrition, service reductions and budget woes.

DEVELOPMENT & PLANNING: **1.** The annual appeal flyer created by Henry and Tom was presented with the theme "Haddam: Strong Together." An ad will be placed in the Haddam newspapers before the flyer is mailed to Haddam residents. Tom will design a banner with this theme to be placed on the outside of the building. **2.** Donna is working on the online auction idea.

NOMINATING COMMITTEE: No report.

BUDGET/FINANCE: **1.** The Merrill Lynch account was closed in August and funds reinvested in Vanguard and Fidelity. **2.** Carl received the IRS Form 990 and will present it at the October meeting for approval.

BUILDING & GROUNDS: **1.** The utility pole is installed; cables and underground drainage installed; the ground is prepared for driveway construction, and the shed site prepped for installation on the 28th. **2.** A utilities easement is needed from the new owner and the question of the well being adequate needs to be resolved.

INTERIOR RENOVATION: **1.** The mural in the children's coat rack nook has been completed and installed by Ted Esselstyn. Ted and Lorraine will meet later in the week to discuss coat rack and shelf placement. **2.** The grant submittal deadline has been met and Tom is working on additional requirements. Thanks again to Tom for all the detailed responses. **3.** There are still outstanding issues with the completion of the interior: water pressure in the one working bathroom; back ordered items that need to be installed with Tom waiting for Marybeth to get this taken care of; ceiling tiles and electrical installations not done; and the completion of the children's bathroom tile and fixtures. **4.** Lorraine asked the Board how to get these outstanding issues resolved. Carl suggested a monthly formal meeting with the people involved to go over issues and hold people accountable. **5.** BML is down two emergency exits. **6.** A sample laminate for the counter top was shown to the Board.

CAPITAL CAMPAIGN: **1.** Lynne prepared a Capital Campaign breakdown report showing the goal (\$2 million) for the Exterior and Interior project and expenses, sources of funds and donors for the exterior project. Donors would be asked for 15% to 16 % of the total goal. **2.** Lynne would like a step-by-step project plan with contingencies and priorities for the exterior project. **3.** If BML gets the grant (will know by June 2021), the project goes to bid and should start by spring 2022 and be completed in 2025. The Capital Campaign can't go public until the grant is received. **4.** The Brick project is showing that BML needs a better way to keep track of donors and money.

FRIENDS: **1.** The committee met today and will meet again in November. **2.** The Friends are planning a plant sale (possibly including a white elephant sale) to be held every third Saturday from June through September next year. **3.** The Friends have donated money to pay for a bench made by Ted Esselstyn.

PERSONNEL & POLICY: **1.** Code of Ethics/Conflict of Interest forms were signed by Board members and given to Tom.

COMMUNICATIONS: **1.** The Haddam Poet Laureate Project was approved by the First Selectman and the application process is underway with publicity outreach to Haddam Now and Haddam Happenings with a deadline for applications set for October 30. **2.** Donna has written an article on The Perfect Pear and is working on a personal interest story about Ted Esselstyn who created the murals and made the bench. **3.** With Henry's design, language assistance by Donna and others, and in coordination with Tom, the fall fundraising brochure is finished and ready to be mailed.

STRATEGIC PLAN: No report.

UNFINISHED BUSINESS:

NEW BUSINESS:

Meeting adjourned at 8:15 P.M.

The next meeting will be October 27, 2020 at 7:00 P.M.

Respectfully submitted:

Alma Zyko, secretary

(approved)