

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

October 27, 2020

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

ABSENT: Elizabeth Adams, Donna Brinkerhoff, 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 September 22, 2020 meeting were approved with amendments. Lynne/Liz.

PRESIDENT'S REPORT: **1.** Marijean reported that the BML brochure was recently mailed to the Haddam community and the accompanying ad was distributed in the last issue of the News. **2.** Marijean was concerned because the layout was wrong and the ad cost \$600. The BOT consensus was for Marijean to ask Ed Munster to return half the money or to run the ad again at no cost. **3.** The ad should appear in the Haddam Bulletin in next month's issue. **4.** From Marijean's midmonth update: After lots of hard work the grant application is complete. Tom contacted our state representative, Christine Palm, and state senator, Norm Needleman, to let them know of the status of the project. While both continue to be supportive, Christine has already written a letter of support to accompany the application and personally met with the chairman of the bonding commission.

DIRECTOR'S REPORT: **1.** The LION consortium budget will remain flat for the next fiscal year which means BML will have no increase in fees. **2.** Tom reported on LION discussions of COVID protocol: public notification, testing requirements for staff, isolation and quarantine conditions, paid COVID leave (there is a Federal 10 day mandate), notice of patron positive test, and confidentiality of staff health information vs. need-to-know circumstances. **3.** Programs continue for all ages, via Zoom and take-away crafts. 43 hours of curbside service is meeting BML patron demands. **4.** The children's assistant position (replacement for Emma) will be re-hired now that Marissa has returned to work. **5.** The 2020 Annual Appeal is up to \$4,605 as of today.

PERSONNEL & POLICY: **1.** Myra transferred the chairmanship of the committee to Liz Anderson who gave the report. **2.** The committee met and discussed updating the bylaws and making job descriptions fit actual work done by staff. **3.** The

committee plans to bring recommendations for staff positions and salaries to the November BOT meeting.

COMMUNICATIONS: **1.** Donna is doing a series of articles for local publications. **2.** Kent asked for a potential re-opening date but issues beyond BML control with construction and COVID make this impossible right now.

DEVELOPMENT & PLANNING: **1.** The committee will meet Nov. 5th at 6:30. **2.** Donna is investigating the online auction idea.

NOMINATING COMMITTEE: **1.** Pam presented a candidate, Terry Twigg, who is interested in becoming a Trustee. She is a retired attorney, English major, former Friend at Branford library and has many talents and lots of enthusiasm to bring to the Board. **2.** A motion was made and passed to accept Terry as a Trustee. Lynne/Kent.

BUDGET/FINANCE: **1.** Carl presented the first page of the IRS Form 990 for approval and the Nonprofit Profile that is drawn from this form. A motion was made and passed to accept the IRS 990 form as shown. Lorraine/Lynne. **2.** Carl also presented charts (Balance sheet, I/E Account-Competitive Benchmarks, Payroll Detail, and Profit and Loss Cash Basis). **3.** Takeaways from these reports are: (a) Net Income in the 2021 FY for YTD 3 from the 3 management sectors (Library Net Expense + Town Support + Fundraising) was effectively zero; (b) payroll expense was 9K better; (c) all other library expense (net) was 1K worse; (d) fundraising at 0.9K was 3K worse; (e) NI from the Capital Campaign in the YTD 3 was 1.5K, all from the Donor Bricks Program. NI from inception of this program in June 2020 has been 2.6K; (f) capital spending in the YTD 3 was 59K, 51K for the Exterior Project and 8K for the Interior Project; (g) funding from Trust requirements in the YTD 3 were 58K, offset by 102K of Return on Investments (+4.65%); (h) the BML Trust ended the YTD 3 at 2,227K, up 44K from the previous fiscal year end (6/30/20); (i) the two 50% to 70% allocation mutual funds (FBALX and VBIAX) we hold in the I/E account continue to rank superior, from a competitive benchmarking standpoint. The final liquidation of the Merrill Lynch account was concluded in August, and the proceeds were reinvested in the above two funds.

BUILDING & GROUNDS: **1.** The committee is forming a landscaping sub-committee led by Lorraine to formulate a long term master plan for landscaping the entire library property. This could include a natural amphitheater behind the building, specimen trees, specialized flowerbeds, benches, and possibly even outdoor sculpture. The first order of business would be to address the landscaping needs of the Exterior Project on the north and river sides of the building. **2.** We have authorized a change order with Simmons to improve the water supply from the well to the tap. This will entail: (a) cleaning the interior of the well and replacing the pump; (b) replacing the holding tank; (c) changing or improving the filtration system; (d) with an estimated cost of 12K. **3.** We have authorized a change order with Simmons for a concrete sidewalk from the back emergency entrance to the

shed door which will expand into a concrete ramp over the final few feet leading up to the shed door. **4.** We have purchased the 8 pole lights (\$14,680) for the north parking lot. Delivery is expected to take 8 to 9 weeks . **5.** We have received an estimate of \$8,515 for the 5 pole lights for the south parking lot. Marijean will discuss the payment for this with the First Selectman. **6.** Work on the new driveway to 916, the removal of the old driveway, and the completion of the north parking lot remains suspended awaiting Eversource easement approval for service from the new utilities pole and following that the subsequent removal of the existing utilities pole.

INTERIOR RENOVATION: **1.** The meeting with Maribeth of Simmons Construction clarified some of our concerns about incomplete interior installations. We stressed the urgency of getting the bathrooms completed. Some fixtures are still on backorder but will be installed temporarily until those items arrive. Tile will be completed after the door trim is complete. **2.** We clarified that Simmons has included the cost for all recessed lighting, but not the ceiling mounted fixtures. Material costs are extra but labor is included for those. **3.** Whitney has recommended two light fixtures for the lower lobby that are shallow enough to work. **4.** We have a question about whether we need a light over the lower entry door exterior. **5.** The kitchenette area in the Community Room is near completion and was met with general approval.

CAPITAL CAMPAIGN: No report.

FRIENDS: **1.** Tom, Marijean and Friends met at the home of Peter and Mary Aduskevich to present them with flowers, a mystery bag of books, BML hats and a plaque in recognition of their long time support of the library. **2.** Halloween and fall-themed books are being sold on carts near the BML touchless pickup, thanks to the efforts of Robbie Marshall, Betty Devlin and Jenny Law. **3.** Jenny Law has started a BML Gardening Blog on the library website. **4.** Jenny and her son are creating “how to” videos some of which the Friends will sell alongside plant markers and book safes. **5.** The Friends are collecting pots for next year’s plant sales. Town and Country has donated 30 pots.

STRATEGIC PLAN: No report.

UNFINISHED BUSINESS:

NEW BUSINESS:

Meeting adjourned at 8:10 P.M.

The next meeting will be November 17, 2020 at 7:00 P.M.

Respectfully submitted:

Alma Zyko, secretary

(approved)