

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES
JANUARY 26, 2021

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

ABSENT:

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

PUBLIC COMMENT: None.

REVIEW OF AGENDA:

SECRETARY'S REPORT: Minutes of the November 17, 2020 meeting were approved as read. Terry/Cheryl.

PRESIDENT'S REPORT: **1.** Marijean received thank you notes from the BML staff for their Christmas presents. **2.** Library staff sent holiday notes to library patrons. **3.** Marijean expressed her appreciation for trustees' support during the last two very difficult months.

DIRECTOR'S REPORT: **1.** The CT state Library construction grant correction passed at the 1/25 meeting for the full \$675,000. We may now begin communication with Norm Needleman and Christine Palm to get the correct grant amount expedited on the Bond Commission agenda. **2.** The electrical inspection is now complete so Eversource can schedule a time to move the lines. **3.** New hire, Emily Gaynier, and re-hire Kelly Moore, began work last week. We can now consider BML to be fully staffed again. Use of substitutes will decrease accordingly. **4.** There has been a positive response from patrons to greeting cards sent by the library. **5.** The present library open/close ratio in CT is around 60%/40%. Regionally, Middletown, Killingworth, Portland and Essex are closed. Middlefield, Lyme, Old Lyme and Old Saybrook admit patrons only by limited appointments.

NOMINATING COMMITTEE: **1.** Pam put forward Lynne for Comptroller in addition to her existing position of treasurer and for chair of the Finance Committee. She also put forward Lorraine for chair of the Building and Grounds committee. **2.** A motion was made and passed to accept these nominations. Kent/Henry.

FRIENDS: **1.** The annual fundraising flier will be sent late February or early March, with a goal of raising \$1600. **2.** A committee, including Robbie Marshall, Betty Devlin, Jenny Law and Cheryl Czuba, will meet February 16, at 1:00 pm to review

plans for the spring, summer and fall plant sales and a fall book sale. **3.** The April book sale is cancelled due to covid. **4.** Robbie Marshall and Jenny Law have sold over \$500 worth of books through Amazon from July 1, 2020 to January 15, 2021. **5.** Two youths and one adult received Amazon gift cards for participating in the BML Bookmark Challenge. **6.** Robbie Marshall, Jenny Law and other staff showcase and sell themed books from the Book Nook at the side entrance of the library. **7.** Used books are now being accepted at the library. **8.** Betty Devlin updates Friends through frequent emails and mail. The most recent email marked the 100th birthday of long time BML volunteer, Dee Link.

PERSONNEL & POLICY: The committee will meet this Thursday.

COMMUNICATIONS: **1.** Kent reported that the Trustees are buying a large brick in Carl's honor for his many contributions to BML and the community. **2.** Kent welcomed Lorraine, our new poet laureate. The committee successfully launched the Poet Laureate Program with publicity in all local media and a prominent mention of BML's support role. Tom thanked Lorraine for starting a poetry blog on the library website. **3.** Henry has come up with the branding theme "The Community Connection", which will headline the library brochure that describes the library as a community hub and also has a general listing of BML programs that go way beyond just checking out books. This brochure will be full color and be designed as a general introduction to BML to attract new comers to town and others who may not be currently taking advantage of BML. **4.** Additionally, with Donna's help, the committee regularly submits material to local media and has greatly increased BML visibility over the past year. That effort will continue as we create "news hooks" and submit additional material. Coming up of course are the completion of our construction project and the long awaited end of COVID-19 restrictions.

DEVELOPMENT & PLANNING: **1.** The FY 21 Annual Appeal fundraising drive wrapped up on January 10, 2021 with a total of \$12,450 from 146 donors. The drive was successful in meeting its financial goal. Thank you to everyone who participated and supported the library and to Tom and his staff for managing the fundraising drive. **2.** The Development Committee met on January 19, 2021 to finalize many of the details related to the on-line auction. The on-line auction will be our main fundraiser for FY 21 (in lieu of Taste of Haddam). The goal is to raise a minimum of \$4000. The on-line auction subcommittee has been meeting regularly to create the overall plan for the auction and presented its ideas and plans to the Development Committee at the January 19th meeting. The auction will be held from March 19 - March 28. Pre-auction viewing of all auction items will be at HES, dates and times yet to be determined. Auction items and volunteers are still needed. Please contact Donna to volunteer. Many hands make light work. **3.** The Friends reported that the spring book sale is not going to be held. No decision yet

regarding the fall book sale. The Friends still plan to hold plant sales at the library but no definite date has been set. Book sales on Amazon are going very well. The Friends fundraising brochure is scheduled to go out in March.

BUDGET/FINANCE: **1.** Lynne has access to all the accounts except Fidelity and the Trustees will hold a brief Board meeting on Monday, February 1, at 7:00 p.m. in order to approve the minutes from the Jan. 26 meeting so that Lynne can assume full responsibilities as Comptroller. **2.** Lynne presented two charts: 2021 Fiscal Year YTD6 Profit and Loss and Balance Sheet 2020-2021 Fiscal Year YTD6. **3.** Lynne reported that retro payments were made to the staff and that the BML endowment funds have increased even after payments for the Exterior Project. Lynne will report on earnings after she has access to the Fidelity account. **4.** There is a need for two people to have access to Library funds. Terry proposed a Board Resolution that the BML Board of Trustees President be an authorized individual on all BML financial accounts. A motion to approve the Resolution was made, seconded and passed. This will require a change in bylaws.

BUILDING & GROUNDS: **1.** As of our last meeting on January 14 with Maribeth Simmons, the light poles have been delivered and installed and the light fixtures are due in the end of this month. **2.** We've received clearances and approvals for the relocation of the utility pole and are waiting for a scheduling date from Eversource. They asked for photos of the trench which have been sent and a sign-off from Town Inspector, Gary Vivian. **3.** The 400 Amp service panel was retrofitted to allow for two future EV charging stations. **4.** The concrete cap on the retaining walls has been poured. Soil has been dropped into the planters. Grading behind the retaining wall is complete. The drain in the plaza has been installed. **5.** We discussed louvered lighting on the ADA piers to light the path to the entry. **6.** The parking lot and driveway have been compacted and the initial layer of millings has been put down. We have assurances from Maribeth that this process will continue, as weather permits, until completion. **7.** We are tasked with designing an exterior sign over the new door, backlit and mounted out from the wall to cover the louvers. **8.** All exterior lighting will be on a timer per Tom's advice. **9.** Our next meeting with Simmons is scheduled for February 11 at 2 pm.

INTERIOR RENOVATION: **1.** The doors that were on back order have come in and after installing and painting, the tile and trim work can move ahead. **2.** The ceiling panels have been put in. **3.** Protection for the mural is completed. **4.** A request from staff for a new diaper changing station will be granted. **5.** There is new baseboard tile in the lobby.

CAPITAL CAMPAIGN: The committee needs confirmation of the grant from the state to get final numbers. That should happen in May. Then the committee will confer with the Communication Committee before going public with the campaign.

STRATEGIC PLAN: 1. The Strategic Plan is still on target and will be reviewed in the summer. **2.** The Communication Committee has been a big help to the Strategic Plan since a community connection is at the heart of the plan.

UNFINISHED BUSINESS:

NEW BUSINESS:

Meeting adjourned at 7:51 P.M.

The next meeting dates will be Monday, February 1, 2021 at 7:00 P.M and Tuesday, February 23, 2021.

Respectfully submitted:

Alma Zyko, secretary

(approved)