

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES
FEBRUARY 23, 2021

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

ABSENT: Elizabeth Adams, Donna Brinkerhoff.

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

PUBLIC COMMENT: **1.** Doreen updated the Board on the auction: there are over 200 items which include gift certificates from restaurants, businesses, artists, a soap maker, computer services and experiences such as Riverquest; there is a \$250 cash donation from a local veterinarian at Pampered Pets; Donna and Elizabeth are pricing, photographing, and uploading the photos to the auction website; plans are to put out publicity flyers the beginning of March. **2.** Lynne stressed that the preview site needed to be available to keep people's interest in the auction. **3.** Terry asked for the preview site URL to put in the Haddam Bulletin. **4.** Tom said that Donna has an 8-week publicity schedule.

REVIEW OF AGENDA:

SECRETARY'S REPORT: Minutes of the February 1, 2021 special meeting were approved as read. Lynne/Emily.

PRESIDENT'S REPORT: **1.** Marijean has written a letter to the members of the Haddam Board of Finance and the Capital Planning Committee asking them to approve \$375,000 from capital funding to support the library renovation. **2.** The letter mentions that the Connecticut Library Board has voted to support the BML request for a grant of up to \$675,000 as half of the estimated cost of the project. **3.** Marijean asked to add all the Board member's names to the letter and everyone present agreed.

DIRECTOR'S REPORT: **1.** BML had its busiest touchless pickup day since instituting the service on 2/16. There were 33 patrons, plus craft pickups, photocopies, book sale cart, etc. **2.** The State Library budget testimony is from 4 PM to about 9 P.M. on March 1st. Please contact Tom either via Zoom or in writing if interested in speaking about *not* cutting the budget. **3.** A second WiFi hotspot has been added for circulation. This addition has been made budget neutral by cancelling an underused database, (legal forms). **4.** The presentation to the Board of Selectmen on 2/9 was received with support and understanding of BML services, and the staffing steps taken with last year's 6% increase. BML's flat budget request was approved. The Communication Committee's work on publicity was a big help in getting the

Selectmen to support the library budget. **5.** Tom will be on ICRV Radio on March 4th at 11:30 AM (icrvradio.com) to talk about libraries during COVID.

PERSONNEL & POLICY: **1.** A motion was made and passed to go into executive session. Marijean\Terry. **2.** Executive session started at 7:25 P.M. and ended at 7:47P.M. Motion to end by Pam and second by Henry.

BUILDING & GROUNDS: plus INTERIOR RENOVATION:

1. Lorraine reports from their last meeting on February 18 with Maribeth Simmons that Eversource, Frontier and Comcast have done their relocation of wires. We're waiting for CEN (wi-fi cable) to do their move and then the old utility pole can be removed. Frontier is anxious to get this done. This should be happening in the next two weeks. The quote for CEN's work is \$12,000. We are looking into reducing this cost (mostly by pleading with them). Marijean has sent a letter to Mark K. on our behalf asking for a reduction. **2.** Interior doors are due in the next week and then they can be painted, installed and the tile work completed shortly after. Existing interior doors will also be painted. **3.** After some discussion we are rethinking the exterior sign at the new door and I'll be working with Artistic Sign in Madison for some ideas. **4.** The frozen pipe issue we experienced a few weeks ago will be addressed in a meeting with Frosti Water people. **5.** Change orders for the mural glass (\$3,015.) and tile baseboard (\$3,215.) were submitted. A change order for three bathroom mirrors was also submitted but the cost of \$3,480 seems exorbitant. Marijean and I are looking at pre-made mirrors that should cost between \$90 and \$200 each. **6.** We have identified some remaining extra costs that will increase the bottom line of this project. They include: Frontier, Comcast, Eversource and CEN charges; fencing along the north end of the parking lot; bathroom mirrors; coat hooks by the lobby mural; landscaping per approved plans; exterior door signage; installation of donor bricks; additional architect's, engineer's and legal fees; an as-built exterior site plan to allow for a master landscape design. Change orders to date have accrued to over \$113,000. Tom noted that Frontier and Eversource have already been paid. **7.** There may be other Building and Grounds' maintenance/ replacement costs that need to be considered in our future budgeting such as roofing, landscaping, etc. It might be wise to plan for these in terms of a financial reserve (with timeline) so that costs don't surprise us in the future. This should be developed with the finance committee and Tom. **8.** Our next meeting with Simmons is scheduled for March 18 at 2 P.M.

NOMINATING COMMITTEE: Marijean reminded the committee that she, Liz Anderson and Pam Crum are coming to the end of their 6-year term limit in June and to be looking for replacements.

FRIENDS: **1.** Cheryl reported that the Friends met today. **2.** People will be receiving a fundraising flyer in a few weeks. **3.** There may be a small pop-up book sale during the town-wide tag sale. **4.** There will be plant and bake sales in June and July. **5.** There probably won't be a book sale in the fall but there is a possibility of a raffle.

COMMUNICATIONS: **1.** Henry reports that work is continuing on the brochure. Tom provided a list of programs that the committee will edit. **2.** Next, they will be working on the graphic design.

DEVELOPMENT & PLANNING: **1.** Donna's written report states that she and Elizabeth Adams are not able to make the meeting because they have a long day scheduled at HES and will then come home and work on other various auction-related activities: Elizabeth, working on the certificate list and verbiage, and Donna, loading more items onto the Bidding Owl site, publicity, etc. **2.** The good news is, we have collected over 200 items now, and have been cataloguing, staging and photographing them as they roll in. The publicity is kicking in, and I can hear a buzz beginning! People making drop offs love looking around and think we have some pretty fabulous things. **3.** The distanced viewing and pick up of items has been organized so all shifts are covered at this point. **4.** I would like to toss one opportunity out to the group and that's how to manage the publicity that includes business donors. There are so many, it would be tough to put them all in one article. Maybe we could use the basic auction flyer with very few details, and list all the donors instead? This could go on social media in particular for a week or so, and then back to more auction details.

BUDGET/FINANCE: **1.** Lynne spoke with Fidelity and hopefully they will have her access paperwork done within 24 hours. They have had the information for 10 days. **2.** The rising stock market has enabled the payment for the exterior project so far not to have much impact on the principal amount of the endowment funds but Lynne will be selling 100,000 shares from the principal to get to the end of March when the library will receive \$100,000 from the town. **3.** The exterior project is estimated to cost \$1.3 million and the grant is based on the library spending that on specific items. The grant is reduced if the spending is less. **4.** The library will pick up about a third of the cost of the \$2 million dollar exterior and interior projects.

CAPITAL CAMPAIGN: **1.** The committee is waiting for confirmation of the grant from the state to get final numbers but is expecting to need about \$280,000 from donations by businesses, benefactors, and fundraising events. **2.** Lynne stressed the need to communicate to the public that the Capital Campaign is asking for donations in addition to the annual appeal and fundraisers and why this is necessary.

STRATEGIC PLAN: No report.

UNFINISHED BUSINESS:

NEW BUSINESS:

Meeting adjourned at 8:15 P.M.

The next meeting date will be Tuesday, March 23, 2021 at 7 P.M.

Respectfully submitted:

Alma Zyko, secretary

(approved)