

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES
MARCH 23, 2021

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

ABSENT: Pam Crum, Terry Twigg.

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

PUBLIC COMMENT:

REVIEW OF AGENDA:

SECRETARY'S REPORT: Minutes of the February 23, 2021 meeting were approved as read. Lorraine/Cheryl.

PRESIDENT'S REPORT: **1.** Marijean asked for a motion (Myra/Henry) to confirm the following resolution for the Bond Commission: “ *The Board of Trustees of the Brainerd Memorial Library hereby commits to fund the completion of the pending construction project as described in the grant application submitted in 2020, to the amount necessary beyond the Town, State and Capital Campaign amounts already designated. These funds will be drawn from the library's endowment and its dividends, and disbursed as needed, in accordance with the spending timetable set forth in the Connecticut State Library library construction grant instructions.*” The motion passed. **2.** Marijean reported current activity on the grant with our representatives (Palm & Needleman) trying to assist us, the Haddam Capital Plan being finalized, and the needed approval from the Historical Commission in the works.

DIRECTOR'S REPORT: **1.** Governor Lamont announced that libraries may open at 100% of capacity (while maintaining 6 foot distance and wearing masks) on March 19. Tom reported that a certificate of occupancy and inspection is needed but BML is currently down 2 exits and the bathrooms aren't completed. BML has PPE and has ordered plexiglass barriers. Plans are to have frequently touched surfaces cleaned often, 2 sanitation stations, 2 computers available with cleaning after each usage, only two family groups allowed in the Children's room at a time and no toys or indoor programs. Tom estimated opening no sooner than 6 weeks and hopes to open by Memorial Day. Lynne suggested this information be put in the Haddam News. **2.** Tom has instituted a monthly staff meeting schedule, and a bi-weekly COVID informational email update. **3.** BML received a Peach Pit/ CFMC \$1,000 grant launching with the “Crafting Connection” initiative, which includes purchase of a Cricut machine and related supplies. A series of instructional videos and takeaway craft kits will launch each project in a series, with samples of the crafts to be

delivered to community groups, town departments, etc. **4.** The Dr. Seuss books discontinued by their publisher were evaluated. Two were deemed subject to de-accession, two were retained for the children's collection, one is being moved to the adult collection for research purposes, and one is not owned by BML. There has been no public inquiry. The staff is scheduled for professional development on this topic more generally on 3/30. **5.** The Haddam Town Safety Committee will be coordinating CPR certification classes for their staff and BML employees are invited. **6.** Tom released a brief and succinct statement to various media outlets about our wonderful grant: *"The Brainerd Memorial Library announces the approval of a \$675,000 construction grant by the Connecticut State Library. This money will fund half of the phase two renovations, which will transform and modernize the interior of our building, unchanged since the 1996 expansion. We look forward to the Town of Haddam's support for 1/4 of the remaining costs, with the rest of the total \$1,350,000 to be funded by the Library. This investment is in addition to the current work in progress, which is nearing completion, and has been fully paid by the Library."*

BUDGET/FINANCE: **1.** Fidelity accounts have been successfully turned over to Lynne with President Marijean as backup. **2.** More members are needed on the Finance Committee for help with updating policies and guidelines, documenting and categorizing expenditures to meet the grant requirements, choosing which endowment funds to sell, etc.

CAPITAL CAMPAIGN: The committee is waiting for the final go ahead but when they next meet plan to form subcommittees on publicity, communication, documents, donor list and recognition of donors.

STRATEGIC PLAN: More members are needed for updating the plan including the process of bringing staff up to the minimum pay.

BUILDING & GROUNDS: plus **INTERIOR RENOVATION:** **1.** Lorraine reports that CEN (wi-fi cable) was scheduled to do their move today (3/23) after which Frontier will remove the old pole. Thanks to Marijean's efforts, the cost was reduced from \$12,000 to \$8,500. **2.** A covered power outlet will be installed over the new door for future lighting as required. Exterior glass door is on order. **3.** The Haddam Garden Club butterfly garden committee met to discuss getting the existing flowerbed refurbished and extended. An irrigation soaker with new underground feed and timer will be installed. They have applied for a \$350 grant to defray costs. Maribeth identified a possible underground conduit near the plaza that could be used for the water supply. Retaining wall planting beds will be hand watered from the water spigot nearby. **4.** Interior doors are in, installed and partially painted. Tile work and trim is complete in all bathrooms. Self-closer hardware and handles remain to be installed. TP holder delivery is still about three weeks out. Remote vent motors were turned on. Water filters will be changed to bring back the necessary pressure to the toilets. The new diaper changing station is in. A new slop sink for the janitor closet is to be determined. Lobby lighting install is complete. **5.** Lorraine is working with Artistic Sign in Madison for the entry sign. She will have some

proposals for us later this week. Interior signage for the lower lobby will be addressed in the interior remodel phase. **6.** The frozen pipe issue we experienced has been diagnosed. A new heat wrap tape will be put around the pipe and a shroud over the vent to buffer the cold air intake. **7.** We were able to cancel the change orders for the mural glass (\$3,015) and bathroom mirrors (\$3,480). We found three commercial grade mirrors for \$714 due in the end of the month. Change order for the tile baseboard (\$3,215) will be increased slightly to add in having a tile baseboard build out at the mural to prevent damage from strollers. Based on refining our original needs and negotiations, we have saved about \$8,500 in change orders in the last month. **8.** Our next meeting with Simmons is scheduled for April 15 at 2 P.M.

NOMINATING COMMITTEE: Marijean announced that Emily Smith plans to leave the Board at the end of her term in June.

FRIENDS: 1. As of 3/23, \$3,500 was received from the Friends fundraising flyer, which was mailed 2 weeks ago. **2.** Amazon sales, handled by Robbie Marshall and Jenny Law, has netted \$112.60 for March so far. Since July 2020, Amazon sales have brought in \$991.49. **3.** Book Nook Sales for March total \$60.00. The total since July 2020 is \$129. **4.** Hard cover books, trade paperbacks and DVDs are for sale during and after the online auction at H.E.S. **4.** The library is accepting donations of books. The best items are being sold on Amazon. Staff has been making small bundles of free books for children. Withdrawn books and Book Nook excess are going to Baker & Taylor. They will pay for the ones they can sell and get rid of the rest. **5.** Plant sales will be the third Saturday of June July, August and September. In July and August, we may also sell cut flowers from our gardens. We will skip May so as not to conflict with the Haddam Garden Club, but will hold a “pop up” book sale in the library’s vestibule. We will consider a raffle at the plant sales, selling tickets in July and August and raffling the prize off in September. We welcome anyone wanting to organize a bake sale or small tag sale simultaneously. The plant sale committee including, Betty Devlin, Jenny Law, Robbie Marshall and Cherry Czuba will meet on Tuesday, April 20, 1:00 P.M. in the library.

PERSONNEL & POLICY: No report.

COMMUNICATIONS: 1. Henry and Tom are working on the final layout of the brochure. **2.** The next step will be to send it to the Board before mailing it to the community.

DEVELOPMENT & PLANNING: 1. Donna reported that they already have \$11,000 in bids for the online auction with several more days to go. This is the primary fundraiser for the year and was budgeted at \$4,000. Most of the close to a hundred bidders are from Haddam, Higganum and Haddam Neck. **2.** Bidders will pay via pay pal or credit card before they pick up their items. **3.** Leftover items will be on sale during the 4 day pick up time. **4.** Elizabeth praised Donna’s leadership and Henry mentioned that in addition to the money the auction brings, it is building a

constituency. Publicity has been excellent with coverage in Haddam newspapers and the Bid for Brainerd Bookmark that lists donors and sponsors. 5. Donna asked for help in moving what is leftover after the auction is over.

UNFINISHED BUSINESS:

NEW BUSINESS:

Meeting adjourned at 8:01 P.M. Emily/Lynne.

The next meeting date will be Tuesday, April 27, 2021 at 7 P.M.

Respectfully submitted:

Alma Zyko, secretary

(approved)