

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

October 25, 2022

PRESENT: Lorraine Reiss, Myra Aronow, Tom Piezzo, Terry Smith, Terry Twigg, Lynne Cooper, Margaret Adams, Cherry Czuba, Cindy Tillson, and Mary Karkutt-Kulak and David Neal via Zoom

ABSENT: All in Attendance

Meeting called to order at 7:00 P.M. by President Terry Twigg

PUBLIC COMMENT: None

REVIEW OF AGENDA: The agenda was accepted as presented with a change to the meeting date. Terry T. circulated a contact list and requested any changes.

SECRETARY'S: Approved September Meeting Minutes

DIRECTOR'S REPORT: Tom covered four topics

- The 2022 New England Library Association
- Annual Provisional statistical report to the State Library shows recovery in circulation in the last 9 months of FY 2022
- Tom is mid-process consolidating questions for the November 1 candidate's debate. There has been a strong response to requests for questions.
- The Fall Fest had good attendance.

NOMINATING:

- Myra reported that Pam Crumm will join the Board if approved at the November meeting.
- Myra encouraged everyone to dig deeper when refreshing the list of potential Board members. The priority should be critical skills such as Communications and Events.

PLANNING AND DEVELOPMENT:

- Mary is working with Donna, Elizabeth, Pam, and Marijean to decide on a fundraising activity that can be staffed and executed during the Winter.

FINANCE:

- Lynne circulated updated documents on the endowment and operations. Terry S. prepared a document indicating a gap of \$40k between endowment earnings and funds required for the operating plan.

STRATEGIC PLAN: No report

BUILDING AND GROUNDS:

- David and Lorraine are working on the movement of the driveway in 4Q 2022.
- Cindy led a discussion of the Building and Grounds Care Policy. The policy was approved following a few final edits. The policy will be posted on the website and will be forwarded to Lance.
- The light pole in the North parking lot is scheduled for replacement.

FRIENDS OF THE LIBRARY:

- Cherry reported that the Fall Fest was well attended and \$700 in funds were raised.

COMMUNICATIONS:

- A chair for Communications is still needed.

PERSONNEL AND POLICY:

- Myra stressed the importance of finding a new chair for this committee.

CAPITAL CAMPAIGN:

- Lynne provided an update on the general direction of the campaign.
- A small working “blueprint group” is meeting twice a month to establish a kick-off plan and high-level milestones required to meet the construction timeline and funding requirements.
- The group will establish a Go/No-go date before spending grant monies.
- Everyone acknowledges that a fundraising goal of \$300k - \$400k or more is a challenge, given the town population and economic conditions. Thanks to

David and Lorraine for reviewing the initial budget and revising their cost targets.

- Scope management will be one of the tools we use to manage costs should the campaign move forward.
- Much more on this at the November Meeting.

UNFINISHED BUSINESS/ ACTION ITEMS: None

NEW BUSINESS: None

Meeting adjourned at 8:08 P.M.

The next meeting date will be November 15 at 7 P.M.

Respectfully submitted:

Margaret Adams, Secretary

(draft)