

## **BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES**

November 15, 2022

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

**SECRETARY'S:** Approved October Minutes

**DIRECTOR'S REPORT:** Tom covered eight topics

- Mason Stan Bates is now installing all book-a-bricks
- Tom is applying for the Employee Retention Credit Program
- The library is supporting the new Afghan refuge family with books of their language and a welcome kit for the State Service Library Center
- The candidate forum was very successful with 183 attendees. Tom did a terrific job moderating.
- The board approved donor holiday cards and each trustee is asked to add a personal message to at least twenty cards.
- There was a staff holiday party mid-December
- A capital request form will be completed to carry forward unused committed funds
- The Annual Appeal will be mailed in December

## **NOMINATING:**

- Pam Crum and Holly Jarrell were voted in as Board members.
- Myra encouraged everyone to keep open minds for new members from all quarters.

## **PLANNING AND DEVELOPMENT:**

- Mary is working with Donna, Elizabeth, Pam, and Marijean on a 2023 fundraising activity.

## **FINANCE:**

- Lynne circulated updated documents on the endowment and operations. There is a gap between funds available for ongoing operations and the budgeted requirements. Current contribution from the town on a per household basis is \$100. There are 3600 contributing households.

**STRATEGIC PLAN:** No report

## **BUILDING AND GROUNDS:**

- There was discussion on timing of the movement of the driveway and the schedule for grounds renovation. Cindy is thinking that the renovations may need to be broken into segments.
- Cindy and Lorraine met with Anthony LaFata to schedule the repaving. The current scheduled start is April 1.

Replacement of the lamp post will be scheduled at the same time.

### **INTERIOR RENOVATION:**

- Lorraine and David are working with Tom to move on with RFP.
- Terry T. assisted with the slat display board in the lower lobby.

### **CAPITAL CAMPAIGN:**

- Lynne provided an update on the general direction of the campaign.
- A first version project plan was completed.
- A key milestone is groundbreaking no later than January of 2024 assuming that a one-year delay is approved.
- The updated project estimate is \$1350k necessitating a \$337 capital campaign.
- A December cocktail party was discussed however as not all key individuals were available for that date, individual meetings are being scheduled. The committee is meeting with individuals to ask their support in identifying leadership donors. Leadership donors generally contribute up to 80% of the campaign goal.

### **FRIENDS OF THE LIBRARY:**

- Robbie updated financials. Through October of 2022 total income was \$1025.62. October Fall Fest generated most of the income at \$711.93. Plant sales were a big contributor.

- Tom is meeting with the new Director of HK Youth and Family Services, Tyree Hughley. The goal is to work together to provide community initiatives.

**COMMUNICATIONS:**

- Myra is working on a chair for communications.

**PERSONNEL AND POLICY:**

- No update

**UNFINISHED BUSINESS/ ACTION ITEMS:** None

**NEW BUSINESS:** None

Meeting adjourned at 8:34 P.M.

The next meeting date will be January 24 at 7 P.M.

Respectfully submitted:

Margaret Adams, Secretary

(draft)