

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

January 24, 2023

PRESENT: Myra Aronow, Tom Piezzo, Lynne Cooper, David Neal, Cherry Czuba, Lorraine Reiss, Terry Smith, Pam Crum, Holly Jarrell, Mary Karkutt-Kulak

VIA ZOOM: Margaret Adams, Cindy Tilson

ABSENT: Terry Twigg

Meeting called to order at 7:00 P.M. by Vice President Mary Karkutt-Kulak

PUBLIC COMMENT: None

REVIEW OF AGENDA: The agenda was accepted as presented.

SECRETARY'S: Approved November Minutes

DIRECTOR'S REPORT:

- At Terry's request Tom made a plea to finish donor thank you's
- Tom is reviewing and editing the employee handbook.

NOMINATING:

- Pam Crum and Holly Jarrell joined as Board members.
- Myra discussed the importance of chairpersons lining up their back-ups.
- Myra also reminded Board members the importance of continuing the search for replacement members as there are several upcoming 2023 transitions.

PLANNING AND DEVELOPMENT:

- Pam Crum advised that the committee would be meeting soon to discuss 2023 events.

FINANCE:

- Lynne reported that the endowment is at \$1.7 Million.
- Lynne stressed the importance of educating the public on the source and use of funds for operating vs capital expenses.
- A draft of the 2023- 2024 plan was completed and will be reviewed with Bob McGarry prior to Town Meeting. Our goal is to gradually increase town funding to between 80% and 85%.
- This past year \$55,000 was expended for emergency capital. The town was not asked to contribute.

STRATEGIC PLAN: No report

BUILDING AND GROUNDS:

- Thanks to Cindy and those who helped to create the greens display.
- David reported that the water filter and pressure issue with the toilets is being addressed. A building-wide conditions survey is forthcoming this year, for the purposes of projecting long term capital outlays.

INTERIOR RENOVATION:

- The committee published the RFP (Request for Proposal/ Construction Docs) in early January in several publications and received seven responses. At our walk-through meeting on January 13 three contractors attended. Other respondents had pdfs of the plans forwarded to them. Following the meeting there were no questions. Bids are due Friday, January 27.

CAPITAL CAMPAIGN:

- Lynne provided an update on the general direction of the campaign.
- Meetings have begun with individuals who will help to identify leadership donors.
- We are comforted by widespread support for the library.
- Groundbreaking must begin January of 2024 assuming that a one-year delay is approved.
- 2023 Spring and Summer funding will come from the town's contribution toward the campaign.
- We discussed the importance of the Luk Family gift and how to publicize it. The Luk's loved the library and there are many families who feel the same way.

FRIENDS OF THE LIBRARY:

- "I'm a Brainerd Baby" infant gift bags with board book, bib, and bookmark to 30 families.
- "Bringing the Outside In " included placement of a bluebird house in the yard [personally donated by members] and bird feeders on windows & post. The Friends donated 4 birdfeeders, a shepherd's crook, 2 bird guides, 2 binoculars, and birdseed.
- Friends supported the return of Agricultural Day, June 4th by serving on the planning committee, selling plants, books, and homemade baked goods. We made \$617.
- Fall Fest was held October 15th in partnership with the Children's Dept. earning

\$711 in sales of books, plants, and baked goods.

- Betsy Clifford represented the Friends on the interior building project committee.
- The Friends Membership flier brought in over \$4800 and 5 new volunteers. Total donations for last calendar year were over \$5900.
- The Friends made the front page of the March 24 issue of the Haddam-Killingworth News. Those interviewed included Kaycee Blancaflor, Donna Brinckerhoff, Kit McKinnon, and Cherry Czuba.
- Betty Devlin rolled up poems for the children's Pocket Poem basket on April 29th to promote poetry month and the June 26th poetry reading at Haddam Meadows State Park.
- Friend and BML Board Trustee Donna Brinckerhoff chaired the Spring Breakout Event, May 15th. Friends helped at the event.
- Friends: Kaycee Blancaflor, Betty Devlin, Gretchen Gregg, and Joanne McFee assumed management of the 4 Little Free Libraries at Village Market, RT 81 Dairy Barn, Higganum River Valley Provisions, Tylerville, and Haddam Neck Fire department.
- Friends Catherine Worthley and Marie Bayley organized the BML table at the Haddam Neck Fair, September 2-5. Friends Roe Dennis and her husband Ray, Janet Karp, Sharon Torneo, and Kaycee Blancaflor and her husband Jon, volunteered at the booth. Free Books, DVDS, CDS, and library literature were distributed. \$40 in donations was collected. The Friends paid for 12 passes for the volunteers which included teens.
- Friends' members personally donated a gift card and money to library director Tom Piezzo, who married his fiancée Beth on October 1st.
- Renewed membership in the Friends of Connecticut Libraries (FOCL) through August 2023.
- Purchased truffles for the "spend \$3 in the Nook and get a truffle" annual holiday program.
- Provided free paperback book bundles and children's bundles.
- Myron Klein and Jody Wintsch watered the plants all summer for the pop-up plant sales.
- Donated a \$15.00 Book Nook coupon voucher to the H-K Holiday telethon.
- The Friends support the Haddam Area Refugee Resettlement program (HaRRP) by arranging transport, working with the school system, managing money, and English language lessons, etc. Laundry basket donated by Donna Brickerhoff for HaRRP Basket Committee to coordinate and fill for the family.
- 3-5 Friends volunteer in the Book Nook on Thursdays. They maintain the Nook by shelving and organizing the materials and participate in special projects displays, free item prep.
- The Friends raised \$8974 from January 1-June 30, 2022, and \$5621 from July 1-December 2022. The 2022 calendar year total earnings were \$14,600.

COMMUNICATIONS:

- Myra is working on a chair for communications.

PERSONNEL AND POLICY:

- Holly Jarrell will assume the Chair position. Holly will review the bylaws and the roles of President and Vice President

UNFINISHED BUSINESS/ ACTION ITEMS: None

NEW BUSINESS: None

Meeting adjourned at 8:20 P.M.

The next meeting date will be February 21 at 7 P.M.

Respectfully submitted:

Margaret Adams, Secretary

(draft)