

# **BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES**

February 28, 2023

**PRESENT VIA ZOOM:** Myra Aronow, Tom Piezzo, Lynne Cooper, David Neal, Cherry Czuba, Lorraine Reiss, Terry Smith, Holly Jarrell, Mary Karkutt-Kulak  
Margaret Adams, Cindy Tilson, Terry Twigg

**ABSENT:** Pam Crum

Meeting called to order at 7:03 P.M. by President Terry Twigg

**PUBLIC COMMENT:** None

**REVIEW OF AGENDA:** Cindy Tilson was invited to provide her update early.

## **PRESIDENTS REPORT:**

- It has been a busy and successful month.
- The Board of Finance has approved the submission of our proposed budget at \$392k.
- Tom has obtained the ERTC (Employee Retention Tax Credit) for \$22k.  
Thank you Tom!
- The Trans 101 Program scheduled for March 1 is going forward with strong support from our board and First Selectman Bob McGarry. State troopers may be placed on notice.
- Terry asked that her comcast email be used - [ttwigg@comcast.net](mailto:ttwigg@comcast.net)

**SECRETARY'S:** Final minutes will be circulated for approval.

## **DIRECTOR'S REPORT:**

- The ERTC funds of \$22k (net of Paychex fees) are unrestricted.
- The first pledge payment was received in January. Future pledge payments will be received in December of each year.
- Tom met with the new Director of Youth and Family Services. The idea is to create a master list of all community groups so that they can make connections and share services. Maintaining these partnerships is in our Strategic Plan.
- Any board member wishing to attend the May 1 and May 2 Connecticut Library Association Meeting may request an invitation from Robbie.

## **TRANS 101:**

- Minutes from the Special Board Meeting regarding the Trans 101 Program were approved.
- The program is proceeding on schedule.

- Thanks to Cindy for the minutes.

#### **GROUNDS REPORT:**

- Cindy reported that Ballek's recommends we use one contractor for returving. They also recommended that we apply seed instead of turf as turf requires an irrigation system. Ideal timing is the first week in April.
- Lorraine will meet with Simmons regarding the timing of changes to hardscaping (driveway, curb, lighting) in case their timing conflicts with Cindy's plan for reseeding.
- Cindy and Lorraine will work out timing for both projects. Cindy does not need funding approval to proceed with seeding. She plans to use Lancescaping and the cost will be less than sod.

#### **NOMINATING:**

- Myra will circulate a list of potential board candidates. Board members were asked to send potential names to Myra ASAP.
- Myra reminded us that several board members are aging out of their positions in June.

#### **PLANNING AND DEVELOPMENT:**

- Mary Karkutt-Kulak updated the group on her committee discussions.
- A trivia night and a poetry reading are being discussed.

#### **FINANCE:**

- No report

**STRATEGIC PLAN:** No report

#### **BUILDING AND GROUNDS:**

- David provided an update.
- Several small electrical issues were resolved.
- Simmons construction is putting together pricing for work involving the driveway, grading, concrete curb, and light pole.

#### **INTERIOR RENOVATION:**

- Three bids were received for the Interior RFP.
- Work was awarded to Silver/Petrucelli of Hamden whose principal is Amanda Cleveland.
- This bid includes furniture. Total price is \$67,167 vs the plan of \$75k.
- Construction documents will be ready for bid in late June.

**CAPITAL CAMPAIGN:**

- A small group will meet with Terry Twigg to finalize the campaign message and Margaret will update the plan.
- Once the campaign message is complete Margaret will work with the Brainerd Association to include the capital plan announcement in the next quarterly newsletter.

**FRIENDS OF THE LIBRARY:**

- Annual work of the Friends continues and includes planning underway for AG Day. This program gets bigger every year.
- Cherry is having difficulty finding someone to take over her Chair position despite having many new Friends members.

**COMMUNICATIONS:**

- No update

**PERSONNEL AND POLICY:**

- Holly Jarrell updated the group on committee work.
- The group is working on all language by-laws and on how to handle the filling of vacancies.

**UNFINISHED BUSINESS/ ACTION ITEMS:**

- None to report

**OTHER:**

- Terry reported a bullying incident at the library. A young student volunteer was bullied by an adult library patron. Library staff is trying to identify the individual so that we can circle back with him and discuss conduct while in the library.

Meeting adjourned at 7:38 P.M.

The next meeting date will be March 28 at 7 P.M.

Respectfully submitted:

Margaret Adams, Secretary

(draft)