

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

August 22, 2023

**PRESENT:** Tom Piezzo, Holly Jarrell, David Neal, Terry Smith, Margaret Adams, Lynne Cooper, Mary Karkutt-Kulak, Marijean Conrad, Susan Thompson, Kaycee Blancaflor, Pam Crum

**Absent:** Terry Twigg, David Neal, Lorraine Riess

The meeting called to order at 7:01 P.M. by Vice President Mary Karkutt-Kulak. Trustees welcomed Susan Thompson and Kaycee Blancaflor.

### **PRESIDENTS COMMENTS:**

In absentia from Terry's email:

"First, heartfelt thanks to all the hardworking people who have put together the Taste of Haddam event. Despite covid, lost businesses, and general malaise, they've managed to build a remarkable list of donors of food, auction items, and raffle tickets. I hope you'll all plan to attend and invite your friends."

"Second, we're going to hold a low-key, casual meet and greet for local political candidates in October. Date and details to be announced. Again, please talk it up to encourage maximum attendance."

### **VICE PRESIDENTS' COMMENTS:**

None

### **SECRETARY'S REPORT:**

Minutes from June meeting were accepted.

### **DIRECTORS REPORT:**

- George Bradford Brainerd photo exhibit and possible program planning is underway with Erik Hasselberg and Jenny Law.
- Cameron Plumbing will install a unit for improvement of water flow and filtration.
- Staff are busy with preparations for a Taste of Haddam
- A candidates' reception is being discussed.
- Thanks to a generous donation from Lindamae Peck, the library front door will be restored. There are plans to interview Lindamae for an article in local news.

### **NOMINATING:**

- Nothing to report.

### **PERSONNEL AND POLICY:**

- Holly Jarrell presented a draft updated policy for Library Collection Policies Objectives and Principles. This updated policy is required to qualify for a \$1200 annual grant.
- Mary raised the issue of juvenile cards. Tom pointed out that there is no juvenile card policy. Juvenile book lending is operationally managed by library staff.

### **BUILDING AND GROUNDS:**

- No update

### **INTERIOR:**

- Finishing, lighting, and furnishings are in the final stages of selection.
- Silver Petrucelli drawings are being reviewed by CHRO. These materials should go out to bid around November. S/PA is also finalizing beautiful renderings and material boards that will be used for donor one-on-one and small group presentations/ solicitations. They will also be used for exhibits on easels placed throughout the library.

### **FINANCE:**

- Lynne presented several financial schedules including fiscal year-end results, 2023-2024 budget and endowment income.
- The 2022-2023 fiscal year finished \$12k better than plan.
- The board voted to approve the 2024 budget. The budget reflected town approved funds of \$380k or 76% of the budget.
- Trust funds were up year over year from \$1,810 to \$1,899k. \$31k of capital was drawn to supplement the \$99k of income as a total of \$130k was required to meet the cash gap between town support and total spending.
- Terry Smith has created a schedule of uses for the anonymous donor funds. The plan is to direct most of the future funds to replenish the endowment. For the first five years funds will be used for completion of the Phase II Capital Campaign.
- Discussions have begun to interview possible endowment fund managers. A first meeting was held with Fidelity. Terry S. and Raul DeBrigard will meet with another potential fund manager.

### **STRATEIC PLAN:**

- Lynne plans to work on the next update to the plan in Q2 of 2023.
- Lynne and Terry S. noted that the strategic plan requires more robust ongoing fundraising efforts.

### **CAPITAL CAMPAIGN:**

- “Pitch” materials have been continuously updated based on early meetings between Marijean Conrad and select leadership donors. By September, updated, full bodied materials including 10 renderings of the remodeled interior will be available. Robbie Marshall has all recent approved versions of:
  - Small brochure
  - Executive Summary
  - Naming Opportunities/ Benefactor Recognition
  - Donor Card
- Renderings and sample materials will be displayed on easels throughout the library in relevant locations. These materials will be used to create a moving exhibit to be placed around the town in key locations.
  - Town Hall
  - Farmer’s Market
  - Community Center/ Firehouse in Haddam Neck
  - Senior Center
  - Pop-Up Holiday Market
- As we promote the Capital Campaign to leadership donors the team will begin to design the process and materials for the next tier of potential donors.
  - Additional naming opportunities
  - Small group gatherings
  - Less expensive leave behinds
  - Promotional events

### **DEVELOPMENT AND EVENTS:**

- Taste of Haddam volunteers have solicited donations from more than 100 individuals and organizations.
- Maximum capacity is 120-125 people. Terry S. will seek approval of the Haddam Congregational Church for additional parking.
- The committee is expecting the event to sell out.

### **FRIENDS:**

- Trustees welcomed Kaycee Blancaflor.
- The Friends' Committee did not meet in July or August.
- Over the summer, The Friends have continued to maintain the Book Nook and the Little Free Libraries.
- Marie Bayley and Catherine Worthley are coordinating the Friends' attendance at the Haddam Neck Fair.
- Cherry Czuba and Robbie Marshall have been meeting in connection with planning for Fall Fest.

**UNFINISHED BUSINESS/ ACTION ITEMS:**

- There was discussion about the campaign meet and greet. Tom believes that there will be minimal effort for this event. The time and date are to be determined.

The Meeting was adjourned at 8:39 P.M.

The next meeting date will be September 26 at 7 P.M.

Respectfully submitted:

Margaret Adams, Secretary

(draft)