

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

September 26, 2023

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

Absent: David Neal

PRESIDENTS COMMENTS:

The meeting called to order at 7:00 p.m. by Terry Twigg.

VICE PRESIDENTS' COMMENTS:

None

SECRETARY'S REPORT:

Minutes from the August meeting were accepted.

DIRECTORS REPORT:

- Tom thanked those responsible for the successful Taste of Haddam. Although numbers have not been finalized, 10k in net proceeds are expected. Thanks to our local trooper for providing services free of charge. Thanks to Eric Hesselberg for the positive article.
- "Iron blaster" plumbing was installed last week. The plumber is recommending replacement of adult toilets with tank-style units.
- A candidate Meet-and-Greet has been confirmed by both party chairs for Tuesday, October 17.
- Tom continues to work with Eric Hesselberg and Jenny Law on the George Bradford Brainerd project. A firm date has not been set.
- The \$380k request for funding from the supplemental bonding commission was completed, as promised, by Christine Palm.
- Tom will be on vacation 9/29-10/10.

NOMINATING:

- No update

PERSONNEL AND POLICY:

- Holly commented that the Collection Development Policy and the Challenged Materials Policy were circulated to all Trustees in anticipation of a vote at this meeting.
- These draft policies have been reviewed by the State Library and are in order. We expect approval following a positive board vote. Once approved the library will be eligible for a \$1,200 grant.
- There are several additional policy changes that are pending review and implementation. The committee is moving on to review, update, and circulate these policies.

BUILDING AND GROUNDS:

- No update

INTERIOR:

- Rendering/Material boards were completed by S/PA and are now on display. S/PA is also creating a brochure for the donor folders.
- S/PA has issued a "Probable Cost of Construction" of about \$1.57M.
- Construction documents are complete and the RFQ (bid) will be published on October 6.
- A Pre-bid walkthrough is scheduled for Friday, October 13.
- RFI (answering queries) are due Friday, October 20.
- Bids are due Friday, October 27 at 3 p.m.
- Lorraine will out of the country on October 27 and has asked David Neal to review all bids with Tom.
- Amanda of S/PA is checking on the inclusion of insurance in their cost estimate.

FINANCE:

- Discussions have begun to interview up to three endowment fund managers.
- To date, Bill Tait of Essex Financial and Eugene Daponte of Bradley, Foster & Sargent, Inc. have made presentations. Both are well qualified and have many active not for profit clients including libraries and schools.
- A meeting has been set with a third fund manager October 20.

STRATEIC PLAN:

- no update

CAPITAL CAMPAIGN:

- Completion of ten beautiful renderings will allow capital campaign workers to show donors what the library will look like upon completion. To highlight the change, Tim Teran will take “before” photos to place on display as the construction progresses.
 - The folder is glossy white with several inserts to aid in donor discussions. The folder will have a library seal.
 - The donor request folder contents include:
 - Eye catching quick statement of what we are asking.
 - Executive Summary
 - Booklet with color picture of floorplans and renderings (to be completed mid-October by S/PA)
 - Explanation of numbers
 - Donor card
 - Naming opportunities
 - Gift
- Terry Twigg will complete final edits on the copy of the booklet with floorplans and renderings.
- Next steps
 - Contacting key members of the Brainerd family and working with Richard Brainerd to publicize the campaign in his newsletter to descendants.
 - Full press on top tier potential leadership donors and further definition of potential donors including families and special interest groups.
 - Develop materials and approach for broader appeal to smaller donors.
 - Timing and structure of official kick-off.
- Pledged to Date \$107,850
- Collected to Date \$ 16,440
- Total in Campaign Fund \$26,566.50
- The committee took the task of adding a mailing to acknowledge and thank donors for pledges.

DEVELOPMENT AND EVENTS:

- Marijean provided an update on Taste of Haddam & Beyond. The event was held on September 23, from 6 p.m. to 9 p.m. It was a great success with over 100 people present. The event is expected to net \$10k and more importantly attendees had a good time and left with a very positive impression of the library.
- Marijean and Pam requested thank you gifts in the total amount of \$500 for Donna Brinkerhoff and Elizabeth Adams who chaired the event. The board voted unanimously to approve the gifts.

- In addition to Donna's and Elizabeth's effort, a tremendous thank you is due to Marijean, Pam, Tom, and Robbie with staff support from Marissa, Brenda and Laurie. Also, many committee members worked tirelessly – Elizabeth Anderson, Lynne Cooper, Holly Jarrell, Deb Karpf, Mary Kulak, Lynn McClennan, B. J. Noonan, Isabelle Segerman, Terry Twigg and Susan Thompson.

FRIENDS:

- Kaycee Blancaflor provided the Friends update.
- The Friends' Committee did not meet in August and will resume meetings in September. The next meeting and kick-off for the upcoming year is September 28, 2023.
- The Friends have continued to maintain the Book Nook and the Little Free Libraries.
- Marie Bayley and Catherine Worthley chaired the Friends' booth at the Haddam Neck Fair with great success. Visitors were very pleased with the book, CD and DVD selections.
- \$200 in donations were received.
- Chery Czuba and Robbie Marshall are planning for Fall Fest scheduled for October 14 from 10 a.m. until 2 p.m.

UNFINISHED BUSINESS/ ACTION ITEMS:

- There was a positive vote to approve the Collection Development Policy and the Challenged Materials Policy.
- As we currently have no active Communications Committee, Tom will meet with Marijean about an Annual appeal mailing. The appeal usually goes out in late October. Marijean will contact Eric Hesselberg to ask for his support.

The Meeting was adjourned at 8:09 p.m.

The next meeting date will be October 24 at 7 p.m..

Respectfully submitted:

Margaret Adams, Secretary

(draft)