

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

October 24, 2023

Library – 7 P.M.

PRESENT: Tom Piezzo, David Neal, Lorraine Riess, Marijean Conrad, Terry Twigg, Terry Smith, Kaycee Blancaflor, Margaret Adams

VIA ZOOM: Lynne Cooper

ABSENT: Pam Crum, Mary Karkutt-Kulak, Susan Thompson

Meeting called to order at 7:02 P.M. by President Terry Twigg

PUBLIC COMMENT: None

REVIEW OF AGENDA: There were no requested changes to the agenda.

PRESIDENTS REPORT:

- Terry Twigg made opening comments and asked for approval of the minutes. Minutes were approved. Terry commented on the successful events in September and October- Taste of Haddam, Fall Fest, and Candidates Reception. Sadly, she also reported that Holly Jarrell has resigned her board seat.

DIRECTOR'S REPORT:

- There were two successful activities in October – Fall Fest and Candidates Reception. Fall Fest attendance was 539 people and Candidates Reception exceeded fifty.
- The Intellectual Freedom statement and Book as well as Reconsideration Forms were sent to the State Library.
- An annual statistical report is in progress. The final report will show that all sectors are significantly up over the prior fiscal year except for virtual programming and the number of cardholders. To remain active, cardholders must have used the library within an eight-year period. LION is in the process of having affiliated libraries cleanse their databases. Once complete, Tom believes that our active cardholders will be roughly two-thirds of the town population, down from ninety percent. Historically the state average has been around forty percent.
- A free yoga series at BML has been announced in partnership with social services.
- Custodian Brenda Laflin is on extended leave; A temporary cleaning service has been engaged for the next month.
- Intern Katherine Burford (paid through CW resources) will be working another 80 hours.

PERSONEL AND POLICY: No report

FRIENDS OF THE LIBRARY:

- Friends had a very successful Fall Fest.
- Planning is underway for holiday displays in the book nook.
- The committee is looking into a cloud storage option for filing of membership lists, agendas, minutes, etc.

FINANCE:

- Lynne reported that spending and our cash balance are close to plan. There have been no sudden, large, unexpected costs. In addition to reviewing our first fiscal quarter P&L, Lynne walked the group through several documents including sources and uses of funds. The good news is that total fundraising is around \$15k and that exceeds our annual target.
- Terry S. reported on progress interviewing three potential wealth management advisors. The group is completing the vetting process for Essex Financial, used by the Gateway Group and two firms recommended by Fidelity. All three firms made professional presentations, manage between three and six billion dollars, and have substantial experience. A matrix of decision criteria has been developed by Terry S. As all three are good candidates, the decision criteria will be completed and presented to the board at the next trustee meeting on December 5.

STRATEGIC PLAN: No report

BUILDING AND GROUNDS:

- Cameron Plumbing has replaced the water filtration system to improve pressure in the toilets.
- The winter plowing contract was renewed and secured.
- Work will begin on a capital spending plan for use in library strategic planning and annual requests for capital from the town.

INTERIOR RENOVATION:

- The RFQ (bid) was published in local newspapers on October 6.
- Five contractors participated in the pre-bid walk-through October 13. Several others plan to participate. This is a great turnout. Phase one received three contractor bids. S/PA will assist Tom, David, and Lorraine as they evaluate completed bids.
- Bids are due Friday, November 3 at 3 pm.

- The town is providing free storage at HES.
- Posters with renderings and materials are now on display throughout the library. Marissa has collected and documented comments from patrons.

PLANNING, DEVELOPMENT AND EVENTS:

- This committee hosted a successful Candidates Night. Fifty attended and all seemed to enjoy the evening.
- The Annual Appeal draft document was circulated. It is expected to go out around November 7, two weeks earlier than last years' appeal. Thanks to Terry T. for working with Tom to draft the appeal.
- Marijean is working up ideas for the Capital Campaign kick-off event in January.

CAPITAL CAMPAIGN:

- Donor presentation packets have been completed to include a new glossy brochure with renderings and floorplan. Donors can see what the library will look like once completed.
- Packets will be made available for group and individual presentations.
- Next steps:
 - Kick-off at donor reception in January
 - Terry T. will write the first article for publication prior to reception.
 - Marissa will join the committee. As head of the Children's program Marissa is in contact with a broad range of families from the public.
 - Leadership donor list will be expanded.

UNFINISHED BUSINESS AND ACTION ITEMS:

- None to report

OTHER:

- None to report

The meeting was adjourned at 8:12 P.M.

The next meeting date is December 5, 2023.

Respectfully submitted:

Margaret Adams, Secretary

(draft)