

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

March 26, 2024

ATTENDING: Terry Twigg, Lynne Cooper, Lorraine Riess, David Neal, Terry Smith, Susan Thompson, Deb Rutter, Kaycee Blancaflor, Mary Karkutt-Kulak, Pam Crum

ABSENT: Marijean Conrad

The meeting was called to order by Terry Twigg at 7:00 P.M.

PUBLIC COMMENT:

None

REVIEW OF AGENDA:

The agenda was accepted as proposed.

REPORTS OF OFFICERS AND DIRECTORS:

President's report:

- Terry T. made a motion to approve Andrew Maloney as our new Library Director. The motion was unanimously approved. Andrew plans to attend the April 6 open house. His start date is May 13.
- Andrew was one of four highly qualified applicants. He plans to relocate from the Portland Maine area where he currently serves as an Assistant Library Director.

Secretary's report:

- Trustees voted to accept minutes from our February 27, 2024, trustees meeting as well as our special meeting minutes from March 13, 2024.

Director's report:

- Deb Rutter referenced her written report and highlighted key updates:
 - She expects receipt of \$25,447 for the Employee Retention Grant.
 - She is working on the proper accounting of benefit accruals not currently automated in Paychex payroll.

NOMINATING:

- No report

PLANNING AND DEVELOPMENT:

- Mary Karkutt-Kulak reported that there are no current planned meetings as committee members are working on the Capital Campaign kick-off.

FINANCE:

- Lynne updated trustees on her fiscal 2025 library budget presentation and follow-ups from a special meeting with the board of Finance. It was made clear to Lynne at this meeting that the Board of Finance is interested in year over year cost escalations by key expense line item; endowment income and fundraising expected to support library operations and the resulting funds requested from the town. Lynne provided all requested information following this meeting. Funds requested from the town were \$420,000. The next step is for the Board of Finance to decide on their funding recommendation prior to the annual town vote.
- Lynne discussed highlights from several circulated financial reports.
 - Phase II Interior Renovation spending summary of \$62,381k YTD
 - 2Q 2024 Sources and Uses of Funds resulting in cash on hand of \$27,641.

STRATEGIC PLAN:

- Lynne projects that a plan update will begin sometime in 2025.

CAPITAL CAMPAIGN:

- The committee met to discuss the upcoming April 6 open house “kick-off” and to make final edits on materials used for fundraising.
- April 6, 4 to 6 P.M. Open House at the Library
 - Using our theme “Toward Tomorrow” and words from Terry T., Robbie Marshall created a poster and invitations. Posters were distributed to key locations by Marijean and invitations have been mailed to former donors and prospects.
 - An announcement was placed in various on-line publications.

- Donna Brinkerhoff is coordinating all aspects of food, drink, decorations, and fun!
- Materials for use in donor solicitations are being updated with finalized numbers and interior renovation plans.

FRIENDS OF THE LIBRARY:

- The Friends finalized and issued their 2024 fundraising brochure.
- The March 8 Prom Dress Sales was a success.
- The Friends have generously donated eight new folding tables for event use.

PERSONNEL AND POLICY:

- Deb Rutter is reviewing library hours and may propose a few changes to the new Library Director.

BUILDING AND GROUNDS:

- Historical signage was installed courtesy of the Library, The Haddam Historical Society, and the Town.
- Repairs of the front rails are being scheduled.
- Stair lights are pending.

INTERIOR RENOVATION:

- Ms. Dawn LaValle approved Deb Rutter as signatory for Interior Renovation contracts.
- Updated architectural plans were completed and a contract with Kronenberger and Myers Movers is in place.
- Packing and moving will begin on Monday, April 1.
- Kronenberger will begin construction as soon as the move is complete. The total estimated timeframe to complete construction is nine months.
- Construction will be completed in two phases starting with floor two followed by floor one.

UNFINISHED BUSINESS/ ACTION ITEMS:

- No discussion

NEW BUSINESS:

- No discussion

The meeting was adjourned at 8:11 P.M.

The next meeting date is April 23, 2024.

Respectfully submitted:

Margaret Adams, Secretary