

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

April 23, 2024, Minutes

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

VIA ZOOM: Terry Twigg

ABSENT: Susan Thompson

The meeting was called to order by Mary Karkutt-Kulak at 7:07 P.M.

PUBLIC COMMENT:

None

REVIEW OF AGENDA:

The agenda was accepted as proposed.

REPORTS OF OFFICERS AND DIRECTORS:

President's report:

- Terry T. referenced her written report and highlighted key updates:
 - Library hours will change starting May 1.
 - Our new library Director, Andrew Maloney starts work on May 13.
 - Terry thanked everyone involved in the April 6 Interior Renovation kick-off event.
 - Terry mentioned some concerns that we are already seeing some change orders for renovation. Of concern is the roof leak. Deb Rutter has located documentation of 2016 roof work that may still be under warranty.

Secretary's report:

- Trustees voted to accept minutes from our March 26, 2024, Board of Trustees meeting as well as our special April 13, 2024, meeting.

Director's report:

- Deb Rutter referenced her written report and highlighted key updates:
 - The staff did a wonderful job working tirelessly to organize the move.
 - Deb successfully resolved a difficult patron incident. All staff have been given instructions on how to handle such incidents in the future. The policy will be reviewed by the Policy and Procedure Committee.

NOMINATING:

- No report.

PLANNING AND DEVELOPMENT:

- No report

FINANCE:

- Lynne explained that the Board of Finance has decided to recommend \$404k for the library portion of the town budget. This is an increase from our current fiscal year appropriation of \$380k.
- Lynne and Terry Smith updated the trustees on the transition to Bill Tait as our Essex Financial advisor and manager of our endowment. Endowment funds have increased in value year-to-date 2024.
- Essex Financial's annual fee is .55 percent of total fund value. A pro-rated monthly fee is assessed.
- Terry Smith pointed out that Bill Tait was named by Forbes as one of Connecticut's best financial advisors.

STRATEGIC PLAN:

- Lynne will review the plan and recommend how to move forward.

CAPITAL CAMPAIGN:

- The April 6 open house was a success with around 75 attendees. Feedback has overall been very positive. Trustees, the Events Committee, and staff members made terrific contributions to the event. The planning horizon was less than three weeks.

- Final edits are being made to all donor solicitation materials.
- The budget for the project has been locked down by Lynne and related contracts are in hand. The committee believes that the fundraising target is realistic.
- We discussed donor methods of payment and Margaret took the assignment to check the use of donor credit cards.
- The Finance Committee will circle back with Bill Tait regarding simple instructions for both RMD donations as well as the transfer of stock.

FRIENDS OF THE LIBRARY:

- Kaycee referenced her written report and commented that fundraising is going very well. Through March, returns from the Friends' fundraising flyer totaled \$2,983. As the Book Nook has been downsized during the renovation, sales will be lower than last year. Total fundraising, however, is expected to remain on plan.
- Friends will participate in the Higganum Farmer's Market and the Haddam Neck Fair. They will also sponsor an adult event once the renovation is complete.

PERSONNEL AND POLICY:

- The staff was given a bonus for their extraordinary efforts to make the move and support the April 6 kick-off.
- Library hours are changing effective May 1. Monday hours start at 10 A.M. vs 1 P.M. Tuesday and Thursday closing hours will be at 6 P.M. vs. 8 P.M. The library will be open one less hour per week.
- Andrew Maloney, our new library Director, is starting on May 13, 2024.

BUILDING AND GROUNDS:

- Exterior steps will be fixed.
- David Neal discussed capital expense items that will be included in the next series of requests to the town.
- Per Marijean, the Board of Finance invited the library to resubmit capital requests as soon as the Town Budget is approved. Therefore, by the end of May the request for

the south Parking Lot lights with subsequent repaving and the generator need to be updated.

- All remaining capital requests, including possible elevator replacement, should be submitted in December of 2024, along with the operational budget request for the coming year.
- David and Deb Rutter have been working together to reduce energy costs. They are in touch with our Eversource account advisor to identify ways to improve energy efficiency.
- David will follow-up with Norm Needleman regarding the grant for installation of an EV charging station.

INTERIOR RENOVATION:

- Kronenberger has begun construction. Lorraine has been meeting with the account manager weekly to resolve issues and keep the project on track.
 - They are investigating a leak in the roof.
 - The flooring in the main circulation area will be patched using flooring from the Directors' office area.
 - Reading room shelving is water damaged and Kronenberger is quoting a change order to fix this.
 - Kronenberger has put Lorraine in touch with a window restoration specialist who will quote costs for windows and storms.
 - Lorraine will ask for a quote to restore the gold leaf stenciling in the History Room.
- Kronenberger has supplied documentation of a performance bond. The cost of this bond is included in their contracted amount of \$1,350k.
- Lynne led a discussion about the importance of record keeping. Documents must be authentic, complete, reliable, and usable. Documents must be stored in a central and easy to find location. Some key documents such as warrants should be designated permanent inactive records. Lynne has spent much time constructing a chronology of files detailing decisions and spending for Phase 1 of the library building renovation. The current recommended protocol is to save key documents such as invoices, contracts, and related written reports in two locations. Mary Karkutt-Kulak advised that QuickBooks has the capability to attach scanned invoices to bill payments. Deb recommended the staff room file cabinet be used for paper documents. Trustees discussed the need for a Records Retention Policy and Procedure.

UNFINISHED BUSINESS/ ACTION ITEMS:

- Sympathy cards and gifts were sent to Robbie Marshall.
- Sympathy cards were sent to two neighbors and a get-well card was sent to Susan Thompson.

NEW BUSINESS:

- None to report

The meeting was adjourned at 8:32 P.M.

The next meeting date is May 28, 2024.

Respectfully submitted:

Margaret Adams, Secretary