

**BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES**

October 22, 2024

Meeting Minutes

**ATTENDING:** Andrew Maloney, David Neal, Susan Thompson, Mary Karkutt-Kulak, Pam Crum, Margaret Adams, Terry Smith, Kaycee Blancaflor,

**ATTENDING VIA ZOOM:** Terry Twigg

**GUEST:** Lynne Cooper

**ABSENT:** Deb Rutter

The meeting was called to order by Terry Twigg at 6:33 P.M.

**PUBLIC COMMENT:**

None

**REVIEW OF AGENDA:**

Terry Twigg proposed moving Personnel and Policy to the head of the agenda as she planned to step out of the meeting following this discussion.

**PERSONNEL AND POLICY:**

There was a motion to move to executive session by Terry Smith and a second by Pam Crum at 6:35 P.M. The vote was unanimous. Andrew Maloney was asked to leave the meeting for this session. There was a motion to move out of executive session by Pam Crum at 6:39 P.M. with a second by Mary Karkutt- Kulak and a unanimous vote.

The board voted unanimously to approve a \$5,000 salary increase for Andrew Maloney to be effective with the next paycheck. The board noted Andrew's excellent handling of various issues.

## **REPORTS OF OFFICERS AND DIRECTORS:**

### President's report:

- Following Executive Session and Personnel and Policy discussion, Terry Twigg asked Mary Karkutt-Kulak to lead the balance of the meeting. Terry Twigg then excused herself from the meeting.

### Secretary's Report:

- Minutes from the September meeting were unanimously approved.

### Director's Report:

- The Fall Festival was a success, with high attendance and positive feedback from vendors. The event raised between \$500 and \$600, and Andrew noted potential for future partnerships with the market. It was noted that parking lots filled up quickly and there was some concern about emergency vehicle access. Plans for additional signage and coordination with the Congregational church are being considered.
- Andrew introduced a website redesign project with specifics including final costs to be developed. Included with the redesign, Andrew discussed the advantage of a new library logo that could more easily be used on all media and spirit items. This redesign would be approximately \$1,500. The new website would continue to be hosted by LION. Andrew will send out sample websites and quotes for review.
- E-book legislation and its' impact on library costs was discussed. There is a rising cost of eBooks for libraries, driven by publishers' pricing strategies. A proposed Connecticut state law aims to regulate e-book pricing for libraries, potentially setting a precedent for other states. The importance of public awareness and advocacy for this legislation was emphasized.
- The library will be closed from October 28 through November 5 as Kronenberger completes the upper level and moves their work crew to the lower level. A children's area and staff workspace will all be located on the upper level from November 6, until the renovation is completed in 2025.

## **FUNDRAISING AND GRANT MANAGEMENT:**

- The discussion covered the challenges in fundraising due to restrictions using the term "capital campaign for interior renovation". An attorney was consulted to address these issues. The need for meeting with Dawn LaValle was highlighted.
- Moving forward, a packet responding to some pending questions from Ms. LaValle was in process. Updated architectural plans and costs as related to the various service areas was sent to Ms. LaValle following the meeting. At issue was

confirmation, in writing, of full reimbursement up to \$1.055 Million when the two contracts (\$675k and \$380k) are merged for the purpose of fund disbursement. Ms. LaValle had requested that we officially request an amendment to the first \$675k contract to include the second \$380k grant.

- There was an Ivoryton Theater fundraiser that raised around \$300. Attendance was low due to several competing town events. Still, it was a fun event.
- The fundraising committee is proceeding with a mailing campaign to 500 potential donors. A team of volunteers will make calls following the mailing to answer any questions about library programs and the need for the campaign. As we will not be using the term Capital Campaign, this will be a higher impact annual appeal. A paper trifold follow-up will be mailed to all town residents several weeks after this target mailing. We are hoping to expand the donor base and continue to develop ways to improve our presence to town residents.

#### **FINANCE:**

- Terry Smith had no specific updates to report. He did comment that he and the committee are very happy with Bill Tait and Essex Financial.

#### **FRIENDS:**

- Kaycee updated Trustees on the great success of Fall Fest. With the library under renovation there is a challenge to keep volunteers busy with meaningful tasks.
- Bulb packets are still for sale.

#### **STRATEGIC PLAN:**

- No update. The plan is due for an update starting at the end of 2025.

#### **BUILDING AND GROUNDS:**

- A grant for an EV charging station was discussed. This project has been tabled.

#### **INTERIOR RENOVATION:**

- Andrew updated Trustees on work to finalize the lower level. Great care has been taken to keep within the budget. There will be new lighting and carpeting in the staff room. All other staff room improvements were removed to keep costs in line.
- Circulation desks for the Upper and Lower levels are being built by White Dog.
- The Community room will have a new sound system.

**PLANNING AND DEVELOPMENT:**

- No additional updates beyond the planned donor mailing.

**NEW BUSINESS:**

- Margaret will send flowers and a card to Lorraine Riess in memory of her partner Ralph Levesque who passed away in October. Trustees voted to honor Ralph with a \$100 donation to the Haddam Food Bank.
- Margaret will send a sympathy card to Helen Luk in memory of Normand Manning who passed away in October. Marissa will contact Helen Luk to ask how we may honor Normand perhaps with the wing chair and plaque discussed last year. We had discussed placing the chair in the history room.

The meeting was adjourned at 8:10 P.M.

The next meeting date is Monday, November 25, 2024, at 6:30 P.M.

Respectfully submitted:

Margaret Adams, Secretary