

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

November 25, 2024

Meeting Minutes

ATTENDING: Andrew Maloney, Terry Twigg, Margaret Adams, Terry Smith, Susan Thompson, Mary Karkutt-Kulak, Kaycee Blancaflor, David Neal, Deb Rutter

ABSENT: Pam Crum

The meeting was called to order by Terry Twigg at 6:30 P.M.

PUBLIC COMMENT:

None

REVIEW OF AGENDA:

There were no recommended changes to the agenda.

REPORTS OF OFFICERS AND DIRECTORS:

President's report:

- Terry T. and Andrew updated the group on communications with Dawn LaValle. Ms. LaValle is requiring Andrew sign her proposed amendment no later than Wednesday, November 27, 2024. The amendment combines the two grants of \$675k and \$380k for the purposes of funds disbursements. To protect the library's interests in receiving the full grant amounts totaling \$1.055 Million, Kaycee B. drafted a letter of understanding intended to ensure the full disbursement by Ms. LaValle, of the \$1.055 Million. The legal issue is the language of the first grant of \$675k that caps fund disbursement at 50% of total project costs now estimated at \$1.710Million (\$855k cap). Additionally, the first grant of \$675k also refers to a cap of \$1 Million.
- Terry T. and Andrew circulated the amendment.
- There was a motion to authorize Andrew to sign the amendment and to send the cover letter drafted by Kaycee. The motion unanimously passed.
- Terry T. also updated Trustees that Marijean Conrad has resigned from the Fundraising Committee.
- Terry T. requested that everyone recommend new Trustees to the Nominating Committee.

Secretary' report:

- Minutes from our October 22, 2024, BOT meeting were unanimously approved. A motion to accept was made by Deb Rutter and was seconded by David Neal.

Director's Report:

- The move has been successful. The library has not lost patrons. Families are accepting the inconvenience of no bathrooms. Patrons are making positive comments about the upgrades.
- The annual appeal color trifold was completed and will be printed by Pages.
- Andrew signed up for the Connecticut State Police Safe Program. This means that the library will service the community as a safe space for individuals of hate crimes, while waiting for police. Terry Smith recommended that we use visible street side signage.
- Library staff have settled into the Upper level and are temporarily using the newly built offices.
- There will be some changes to shelving. Most original shelving units have been saved and some additional units will be added.

NOMINATING:

- Terry T. requested recommendations for Board seats. We need a Communications chair, and we are always looking for individuals with connections to the greater community.

PERSONNEL AND POLICY:

- Deb Rutter and her committee including Holly Jarrell and Kaycee Blancaflor have begun to update all employee policies. They plan to complete sections of the employee handbook and to circulate to Trustees in a series of segments. Andrew needs updated policies.
- Andrew asked about a legal review of the updated policies and there was discussion about services offered by Paychex. Paychex offers a service that is expensive on an annual basis but can be used for a more limited time. The cost is \$360 every two weeks. We plan to discuss again at a future date. Deb Rutter mentioned using Wallingford, Cheshire and Madison policies as references. Most Connecticut libraries have similar policies.

FRIENDS:

- Kaycee referenced her written report

FINANCE:

- Terry Smith reported that the market is performing well, ensuring sufficient funds for necessary expenses. Documentation for the first round of grant reimbursements was completed and will be submitted to Ms. LaValle.

STRATEGIC PLAN:

- No update

BUILDING AND GROUNDS:

- David mentioned his written report. We discussed the staff request to add exterior power points.
- There was discussion about an EV charging station. We have no current plans to add such a station as maintenance and charges for electricity usage are complex and best left to experts.

FUNDRAISING:

- Margaret updated Trustees on plans to change the order of the Annual appeal and a target mailing to 500 "Premier" prospects.
- The annual appeal is going out in early December to all households in Higganum, Haddam and Haddam Neck.
- A target mailing to "Premier" prospects will follow and will include a letter, a donor card and return envelope, a bookmark and the trifold. We plan to follow up with phone calls to these prospects in the New Year. The committee will discuss additional follow-ups with the objective of expanding the number of residents donating to the library annually.

The Friends appeal will still be scheduled for March. There are donors who give to both the Friends and respond to the Annual appeal.

INTERIOR RENOVATION:

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- Andrew and Deb Rutter updated Trustees on various open issues. Overall, everyone is happy with progress.
- The renovation of the downstairs area is expected to be completed by mid to late Spring, potentially within the current fiscal year. An open house and fundraiser will be planned for a grand opening.

PLANNING AND DEVELOPMENT:

- no update

NEW BUSINESS:

- None to report

The meeting was adjourned at 7:24 P.M.

The next meeting date is Tuesday, January 28, 2025, at 6:30 P.M.

Respectfully submitted:

Margaret Adams, Secretary