

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

August 27, 2024
Meeting Minutes

ATTENDING: Terry Twigg, Andrew Maloney, Terry Smith, Margaret Adams, Pam Crum, Mary Karkutt-Kulak, Susan Thompson, KayCee Blancaflor, Deb Rutter

ABSENT: David Neal, Kaycee Blancaflor

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. commented that Marijean Conrad has resigned from the board but will continue with her activities on the Capital Campaign and leading activities.
- Monthly meetings will now start at 6:30 P.M.
- Mary Karkutt-Kulak will run the September meeting as Terry T. will be out of the country.

Secretary's report:

- Trustees voted to accept June minutes prepared by Mary Karkutt-Kulak
- Margaret reviewed the 2024 meeting dates. Following are the dates the 2024 and 2025 fiscal year.
 - September 24, 2024
 - October 22, 2024
 - November 25, 2024 - Monday
 - January 28, 2025
 - February 25, 2025
 - March 25, 2025

- April 22, 2025
- May 27, 2025
- June 24, 2025

Director's Report:

Andrew reported on several activities.

- Fall Fest planning is underway
- Brenda and Marissa are both back at work.
- Haddam History Day is being planned and coordinated with Lisa Malloy. Heather Scussil is a key contributor.
- The ice cream social was attended by forty-two.
- The interior renovation upper floor may be completed in October.
- Library IQ has been added to our LION services. This feature allows for improved tracking of circulation statistics.
- Andrew discussed the perspective of the Town Finance Board regarding the library budget, the endowment and the town contribution. Joe C. as head of the Board of Finance sees social services as most important. Also, there will be a substantial commitment to fund the new high school. Library funding will be limited.

FINANCE:

- Terry Smith circulated end of fiscal year reports prepared by Lynne and projected funds on hand by year end at around \$1.850 Million.
- The endowment generated a total return of 7.5% for fiscal 2023-2024.

PERSONNEL AND POLICY:

- The committee, led by Deb Rutter now includes Kaycee and Holly Jarrell.
- The committee proposed an increase of paid holidays to eleven fixed and one floating for a total of twelve. Terry Smith made a motion to accept, and Pam Crum seconded the motion. The board passed with a unanimous vote.

INTERIOR RENOVATION:

- Terry T. updated the board on the Interior Renovation progress and on possible adjustments to Meyer's moving schedule. Construction on HES by Rak Realty will

most likely begin in the winter at the earliest. Once construction begins, the town has offered library storage at the Rossi office building.

PLANNING AND DEVELOPMENT:

- Mary Karkutt-Kulak commented on the calendar of activities that includes various fundraising activities through year end as well as the annual appeal.
- Andrew has set up a calendar share that can be used by trustees to view scheduled meetings.

STRATEGIC PLAN:

- No update

BUILDING AND GROUNDS:

- No update

CAPITAL CAMPAIGN:

- Margaret updated the board regarding various fundraising activities underway through the balance of the year including meetings, mailings and social media updates.

FRIENDS OF THE LIBRARY:

- Following the meeting, Kaycee circulated an update on Friends activities.

The meeting was adjourned at 8:29 P.M.

The next meeting date is September 24, 2024, at 6:30 P.M.

Respectfully submitted:

Margaret Adams, Secretary