

## **BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES**

March 25, 2025  
Meeting Minutes

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

The meeting was called to order by Terry Twigg at 6:31 P.M.

### **PUBLIC COMMENT:**

None

### **REVIEW OF AGENDA:**

There were no suggested changes.

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

President's report:

- Terry T. mentioned the absence of a communication committee. She proposed writing short articles for publication in the local newspaper to highlight services offered by the library.

Secretary's report:

- Minutes from our March meeting were approved.

Directors' Report:

- Andrew provided an update on the construction progress, noting some delays with furniture delivery and plans to move staff out of the meeting rooms. Construction may be completed in April.
- The first meeting for the strategic plan's information gathering stage was held with library staff, lasting almost three hours.
- Andrew continues to work with roofing contractors on options to repair or replace the original slate roof and gutters. These costs have been included in the capital plan forecast to the town.
- A generous donation was received to restore woodwork in the historic stairwell.

- Plans for Ag Day and the Farmer's Market include using the Congregational Church and Senior Center parking lots. Andrew will coordinate requests for use of these parking lots. There was much discussion about the request by the Republicans and Democrats to have booths at the farmers' market. The decision was to have the farmer's market organizer decide on their inclusion. There was much discussion about the need for the library and the farmer's market to each carry their own insurance and to indemnify each other for losses related to accidents.
- The first state grant reimbursement was received however the check was made out to the town. The town cashed the check and forwarded funds to the library. Dawn LaValle required that the funds be returned and she plans to reissue a check to the library. The town generously returned the funds and will wait for reimbursement from the library when funds have been received. Thank you, Town of Haddam!

#### **NOMINATING:**

- No updates

#### **PERSONNEL AND POLICY:**

- No updates

#### **FRIENDS:**

- Friends continue to manage the book nook and the free libraries.
- April is poetry month.
- Plans are underway for several activities in 2025 including Ag Day and Fall Fest.

#### **FINANCE:**

- Terry Smith provided an endowment analysis showing changes from 7/1/24 of \$2.078 Million to an estimated 6/30/25 closing value of \$1,666 Million.

#### **STRATEGIC PLAN:**

- As noted by Andrew and Mary K. a committee has been formed, and a development plan has begun.

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

- Normal annual planned maintenance has remained on track with one important exception. Roof and gutter leaks require short term repairs until we have a plan and funding for roof restoration.

#### **DEVELOPMENT AND PLANNING:**

- As a clarification, this committee sits over Strategic Planning, Fundraising and Events.
- Mary updated Trustees on meetings held to update the Strategic Plan and some of the steps moving forward. These steps include focus group discussions and a possible survey.

#### **FUNDRAISING:**

- Terry Twigg provided a very nicely worded fundraising message explaining the need for donations. The new appeal centers around the financial requirements for the library staffing, programs, and services. Some materials are being reworked to align with this message and solicitation calls will begin again this Spring. Please respond to Terry with any suggested changes.
- September 6, 2025 is our planned date for a ribbon cutting and open house as the renovations will be finished and new furniture will be in place.
  - Trustees have been asked to provide a list of individuals who should receive invitations.
  - Susan Thompson took the task of working with Andrew to design the invitations and possibly a save-the-date announcement.

#### **INTERIOR RENOVATION:**

- Deb Rutter provided an update noting that some work will continue in the month of April. Kronenberger has done a very good job, delivering quality work. Kudos to library staff members who painted their office area. The new paint, lighting and carpet will be a welcome change to this busy office.

#### **UNFINISHED BUSINESS /ACTION ITEMS:**

- Margaret requested Committee Chairs respond with the names of their members. Margaret will circle back with Robbie to update the website.

#### **NEW BUSINESS:**

- Terry T. led a discussion about the display of artwork and how that artwork should be selected. Deb Rutter provided guidance regarding best practices. It was agreed

that artwork displays should be controlled by a policy yet to be defined and a committee yet to be established.

The meeting was adjourned at 7:51 P.M.

The next meeting date is Tuesday, April 22, 2025, at 6:30 P.M.

Respectfully submitted:

Margaret Adams, Secretary