

**BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES**

April 22, 2025  
Meeting Minutes

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

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

**ABSENT:** Mary Karkutt-Kulak

**PUBLIC COMMENT:**

None

**REVIEW OF AGENDA:**

There were no suggested changes.

**REPORTS OF OFFICERS AND DIRECTORS:**

President's report:

- Terry T. covered the upcoming open house fundraiser and stressed the new messaging to future donors. Improved adult programming is critical to increasing

library traffic and attracting the next generation of donors. The initial target date for the open house is September 6 however this date may have to be adjusted once Andrew has firm dates for the arrival of furniture and shelving.

- Terry T. has begun approaching potential board members. Everyone should forward recommendations.

#### Secretary's Report:

- Minutes from the March meeting were approved. Margaret reminded Trustees that Robbie needs any updates to committee memberships. Terry T. has asked for updated contact information including address, phone, and correct/preferred email addresses. Please forward to Margaret.

#### Directors' Report:

- Andrew updated Trustees on renovation progress. Furnishings and some new shelving have been ordered and will be received during the summer months. We should be ready for a very nice opening in September. is completing the punch list and Kevin is now part-time. As discussed earlier in the meeting

we still do not have firm dates for furniture and shelving.

- Website development is underway. The process is time consuming for the staff.
- There are still serious roofing and gutter issues.
- Lynne Cooper is working on documentation for the next round of reimbursement from the State Library. This will be 40% of the grant total. The first-round reimbursement was 50% of the grant total.
- Andrew is making bookmarks available for distribution at various functions.
- The library has been asked to donate a decorated artificial Christmas tree to the Haddam Historic Society. Trustees unanimously agreed to make the donation.
- The Farmer's Market will be held at the library beginning Wednesday, June 4. This will be a great opportunity to drive additional traffic to the library.
- Stairwell restoration began in April and should be completed soon. A plaque honoring the donors family members will be installed in time for the Open House.

## **NOMINATING:**

- There are no new formal nominations, however, we are starting to develop a list of candidates.

### **PLANNING AND DEVELOPMENT:**

- No update

### **FINANCE:**

- Terry Smith provided a verbal update to the endowment and anticipated sources and uses for 2025.

### **STRATEGIC PLAN:**

- Andrew has conducted a total of three meetings with the Staff. They are very pleased to be included at the beginning of the process.

### **FRIENDS:**

- On May 3 volunteers will be making rounds to check for any needed repairs of the little free libraries.
- Ag Day is May 31 from 10 AM until 2 PM. There will be a full house of exhibitors. Trustees were encouraged to attend and/or volunteer.
- Friends will have a table at the Farmer's Market. They plan to give away books but will have a donation jar.

## **PERSONNEL AND POLICY:**

- There has been one staff resignation. This part-time position will be filled.

## **BUILDING AND GROUNDS:**

- No update

## **INTERIOR RENOVATION:**

- As discussed earlier in the meeting, Kevin, our Kronenberger project manager is completing punch list items on the lower level. Everyone is quite pleased with his attention to detail. We hope that he and his family can attend the Open House.

## **DEVELOPMENT AND PLANNING:**

- No updates

## **FUNDRAISING:**

- There was no update in addition to Terry Twigg's comments.

## **INTERIOR RENOVATION:**

- Andrew commented that Kronenberger has been very good to work with and that they have been helpful providing referrals for the roofing repairs. They have not experienced any surprises while completing the ground floor renovations. They will be restoring the historic front stairway thanks to a generous donor.

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

- No discussion

#### **NEW BUSINESS:**

- None

The meeting was adjourned at 7:08 P.M.

The next meeting date is Tuesday, May 27, 2025, at 6:30 P.M.

Respectfully submitted:

Margaret Adams, Secretary