

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

May 27, 2025
Meeting Minutes

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

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

PUBLIC COMMENT:

None

REVIEW OF AGENDA:

There were no suggested changes.

REPORTS OF OFFICERS AND DIRECTORS:

President's report:

- Terry T. thanked Terry Smith for his service. Terry plans to retire from the Board in June. Lynne Cooper will rejoin the Board in July. Terry asked Mary Karkutt-Kulak and Margaret to continue in their roles

as Vice President and Secretary. She is in final discussions with a former Trustee to join the Board.

- Terry T. raised the issue of an annual fundraiser and the possibility of a golf tournament. There was discussion about difficulties with other town annual fundraisers generating less money for repeat affairs.

Secretary's Report:

- Minutes from the April meeting were approved.

Director's Report:

- Renovation is complete except for furnishings. The staff has moved downstairs, and meeting rooms are available with the use of temporary furnishings.
- Andrew and the staff are working out a formal process to approve and schedule meetings for town residents. We will need a policy. Deb Rutter will review with Andrew the policies from other libraries. Our goal is to encourage full use of these rooms.
- Plan for Annual Ag Day were finalized and included the kick-off of the Farmer's Market.
- David Neal and Andrew reported on the continued search for a vendor to make affordable roof repairs. They have found a vendor who has recommended the

use of imitation slate for repairs needed immediately. A full roof replacement is included in our capital planning and may be completed in five to ten years.

- Dejah Beauchamp has been hired to replace Heather Scussell.
- Andrew presented the idea of combining Fall Fest with our Open House. Everyone agreed. Our tentative date is September 20, pending a firm schedule for furnishings.

NOMINATING:

- There were no official nominations for new Board members but as noted we will nominate Lynne Cooper and hopefully one additional Board member at the June meeting.

PERSONNEL AND POLICY:

- We discussed the need for a few new policies including artwork display and meeting room schedules.

FRIENDS OF THE LIBRARY:

- Kaycee provided several updates including completion of the little free library's maintenance

day; Book Nook and Little Free Library management; attendance at Ag Day and the weekly Farmer's Market. Friends will also have a presence at the Haddam Neck Fair on Labor Day weekend. Friends final meeting of the year will be June 26.

PLANNING AND DEVELOPMENT:

- No update

FINANCE:

- Terry Smith and Andrew provided an overview of the renovation funding process. Our first reimbursement was received from the State Library. Total costs of the renovation are still not finalized.

STRATEGIC PLAN:

- No update

BUILDING AND GROUNDS:

- Note update on roofing under Director's report.

INTERIOR RENOVATION:

- Deb Rutter had no specific updates beyond Andrew's comments.

- This Committee will sunset as soon as the furnishings are received.

FUNDRAISING:

- Margaret reported that there will be a final direct outreach during the last half of 2025.
- We discussed the plan to solicit restricted donations specifically for the purpose of adult programming. Much can be accomplished with as little as \$5k to \$10k. We discussed adding an adult programming line item to the budget.
- Open House planning is underway. We have many helping hands including all Committee members and several Friends of the library.
The next Open House planning meeting is scheduled for June 26, immediately following the Friends meeting.

UNFINISHED BUSINESS /ACTION ITEMS:

- No discussion

NEW BUSINESS:

- None

The meeting was adjourned at 7:38 P.M.

The next meeting date is Tuesday, June 24, 2025, at 6:30 P.M.

Respectfully submitted:

Margaret Adams, Secretary