

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

August 28, 2018

PRESENT: Liz Anderson, Carl Conrad, Marijean Conrad, Lynne Cooper, Cheryl Czuba, Emily Smith, Mary Karkutt-Kulak, Tom Piezzo, Myra Aronow, Lorraine Reiss, Kent Jarrell, Alma Zyko

ABSENT: Pam Crum

Meeting called to order at 7:00 P.M. by President Marijean Conrad

PUBLIC COMMENT:

SECRETARY'S REPORT: Minutes of June 26, 2018 approved with corrections, Carl/Lorraine

PRESIDENT'S REPORT: 1. The Certificate of Incorporation was accepted by the Secretary of State. 2. Tom met with three possible volunteers with marketing background. 3. The Association of Connecticut Library Boards has a training session on Boards Basics. There is a Trustee Leadership Conference at UHA on Nov. 2, 2018, which President will be attending and invited anyone interested to join her.

DIRECTOR'S REPORT: 1. Media and communications staff meeting tomorrow to coordinate messaging and style of website, emails, social media, blog, flyers, etc. Results can inform Board efforts as detailed in strategic plan surveys.
2. Thanks to board members attending and scooping at Ice Cream Social. Lower attendance this year. Feedback indicated weather as a factor.
3. Annual report underway. Will be sent to Alma as secretary and to Town and board when complete. I will request that the Town be sure to include us in their overall annual report.
4. Summer Reading children's total registration: 92 (last year: 70)
5. From Stephanie: Secretary of State accepted our business filing. BML is sending \$40 for hard copy. (Process initiated in November.)
Tom will be participating in local candidate forums on 10/15 and 10/17 in partnership with Essex Library. BML will partner with Killingworth library on "Bedtime Math" series. Henry Holtzman suggested putting "serving Haddam since 1906" on library stationery.

NOMINATING COMMITTEE: Voted to approve Kent Jarrell as a trustee. Mary/Carl unanimous

BUILDING & GROUNDS: 1. Haven't met with Liz Glidden yet. 2. Committee hopes to make a final review of everything at the next meeting scheduled for 9/10 (2-4). All members of the Board are invited to attend this meeting. 3. 916 Saybrook Road is

being remarketed; tenants given 30 days notice. Their last day is 8/31. The house will be cleaned and powerwashed.

BUDGET/FINANCE: Six charts were presented:

Chart 1: the 2018 FY ending Balance Sheet with various perspectives and remarks on how we have managed our cash

Chart 2: a 5 year perspective on the performance of our Investment/Endowment (I/E) Account, with various comparisons to 3rd party benchmarks

Chart 3: Payroll is our largest single expense, representing 70.4% of Library Net Expense (X Capital) in the 2019 FY Op Plan ... this chart shows the details from the 2017 FY to the 2019 FY Op Plan, with various remarks highlighting important trends

Chart 4: We normally look at the P&L broken into 4 sectors (Library + Town Funding + Fundraising + 916 Saybrook) ... with the Library further broken down into 5 departments (Operations + Collections & Technology + Facility + Programming + Oversight) ... this chart shows these details from the 2017 FY to the 2019 FY Op Plan, with various remarks highlighting important trends

Chart 5: 916 Saybrook is being remarketed ... this chart shows the total cash outlay from our acquisition in mid 2013 through the end of the 2018 FY

Chart 6: the 2018 FY tax return (Form 990) has been prepared by Mahoney Sabol . It is 52 pages long (this chart shows page 1) ... there are no taxes due, as we are a non-profit. Tom has a copy in his office.

Motion made to accept the tax return for 2018 fiscal year as presented. Lynne/Myra unanimous

DEVELOPMENT & PLANNING: Met August 6 with 14 people attending. Set dates for donor reception (Dec.1) and holiday party (Dec. 12). Tom will put dates on library website. Fundraising ideas were discussed. Kent is working with Kristen on a brochure to be distributed in October which will include messages from the Strategic Plan.

STRATEGIC PLAN: Reviewed and discussed the working copy of the Strategic Plan looking at strategies and goals and asking what are the highest priorities to accomplish the first year and how do we announce it to the community. The first Little Free Library is done and ready to be installed.

FRIENDS: The new bike rack funded by the Friends will be installed tomorrow. The Friends and Staff Big Book sale plans are well underway. Help is needed for the following: Workers: Sept. 19, 20,21,22, and 24. Prepare baked goods- Sept. 22 (bring approx.2 brownies, cookies, muffins, per visibly wrapped bags to library on Friday - identify if gluten free or nut free. Board members encouraged to buy library t-shirts.

PERSONNEL & POLICY: no report

NEW BUSINESS: President will look into having the Association of Connecticut Library Boards training at our October meeting.

Meeting adjourned at 8:50 P.M.

The next meeting will be Tuesday, September 25, 2018 at 7:00 P.M.

Respectfully submitted:

Alma Zyko, secretary

(approved as presented)