

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

Nov. 27, 2018

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

ABSENT: Kent Jarrell

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

PUBLIC COMMENT:

SECRETARY'S REPORT: Minutes of October 23, 2018 were approved as presented. Carl/Lorraine

PRESIDENT'S REPORT: 1. President Marijean expressed appreciation for Tom's leadership and the Board members hard work. 2. Marijean, Mary and Kent attended the ACLB conference. Kent's slogan, Forward to the Future, was well received. Many of the conference suggestions are already being carried out such as the library director attending public meetings. 3. The calendar for 2019 was agreed upon and will be posted in the town hall along with a standard agenda.

DIRECTOR'S REPORT: 1. Annual appeal is up to approximately \$4,000. 2. Another public PC has been added at no cost by re-apportioning the former Reference Desk hardware. 3. The new VoIP phone system goes live this Friday, with staff training. 4. New substitute, Jenny Law, trained last week and this week. 5. BML requested and received 50 free harmonicas for a kids music program from the CT State Library, which received a large donated supply. The harmonicas will be free to the kids. 6. Tom was nominated for and accepted the chair post for the LION Strategic Plan Governance work group. 7. There will be a CRAHD Flu Shot Clinic at BML scheduled for the morning of Wednesday, 12/5. 8. Tom was commended for his talk on the history of libraries given to the Middletown Literary Group. 9. The Annual Report has been successfully filed for Brainerd Memorial Library Association Incorporated for the year 2018 as confirmed by Secretary of State Denise Merrill. A copy has been give to the Board secretary.

STRATEGIC PLAN: 1. The Strategic Plan, 2018-2023 for BML is finished and was presented by Lynne to the Board along with the first year deliverables (metrics). 2. A motion was passed to approve the Plan. Liz/Cheryl. 3. The Plan will be reviewed twice a year and Kent will use it in his marketing and it can be used in writing grants. 4. Marijean thanked Lynne for all her work and presented her with a gift (plant) and card.

BUILDING & GROUNDS: 1.A motion was made and passed to approve the Capital Improvement Plan. Myra/Pam. This will be given to the Town and a request made for funding.

Exterior Project 1. Whitney and Tom have finalized nearly all the specifications for Part A and Part B in preparation for bid announcement. The following specification changes were agreed: a. the entrance door will be moved to Part A from Part B, as the retaining wall must be relocated before the door can be installed. b. an electrical conduit stub for the eventual generator will be included in Part A near the dumpster. c. from the point where the new 916 driveway joins the old 916 driveway, the old driveway will be repaved up towards the house about 40' to fix the badly eroded area. **2.** Tom indicated that discussions are underway with CEN and Eversource regarding moving the existing power pole to the necessities area. A second pole may be required between the street pole and newly located pole to maintain CEN signal integrity. **3.** SHIPO approval is required before either Part A or Part B bid can be announced and is expected by early January. Due to the lateness of the season, the thinking now is to announce Part A first, with Part B announced simultaneously, or lagged behind by about one month. **4.** Whitney suggested we hold a pre-bid conference 2 weeks after announcement; request bids be submitted 4 weeks after the conference; have a formal bid opening event; announce the bid winner within 2 weeks after the opening event; require a start by and end by date; have an addendum procedure; use a standard bid form (Whitney working with Tom will develop) and a standard AIA contract form; require qualifications and references from the bidders; and during construction hold 10% back from each invoice submitted until the work is completed in full.

916 Saybrook Remarketing 1. The house is much improved but the damage was more than earlier accessed. The flooring contractor has become problematic and may have to be replaced.

New Telephone System 1. The new system is expected to be installed by November 30 and the Canon multi-function machine will be used for fax. **2.** The final capital investment was \$2,995.

Security System 1. Three additional Nest portable cameras will be purchased and installed; 2 outside and 1 in the community room **2.** The estimated cost is about 550 (too small for capital). **3.** Monitoring will cost 50/year (with a 10 day archive). The existing Nest camera (main desk) costs 100/year for monitoring, bringing the total monitoring cost to 250/year. The idea is to have all 4 locations available for computer screen inspection at any time.

Generator 1. Tom is waiting on final details and specifications from vendors on a basic type generator which the Committee has selected. **2.** The Committee approved the 2018 CIP request to the Town for 17,500, asking for 100% funding for the generator, the request falling in the 2020 FY.

Interior Project 1. The Committee reviewed and approved the 2018 CIP request to the Town for 360K for this project, asking for 100% funding, net of capital campaign efforts in this area. The phasing is as follows: 25K for 2020 FY; 111K for 2021 FY (includes Lower Level Construction) and 224K for 2022 FY for Main Level Construction.

CAPITAL CAMPAIGN: 1. Lynne reported this committee had a very productive October meeting with non-Board members, Raul DeBrigard, Richard Wells and Henry Holtzman also attending. 2. The committee is looking at Haddam businesses, Community leaders, town funding and possible grants. 3. Promotions using newspaper articles, group meetings and receptions are being planned. 4. Educating possible donors as to why they should donate, the importance of the library to the community, and naming rights on placques or bricks, are further strategies being discussed.

DEVELOPMENT & PLANNING: 1. The November 15, 2018 meeting of the committee was rescheduled to December 6, 2018 due to poor weather. 2. The donor thank you reception is scheduled for Saturday, December 1, 2018 at the library from 6:30 to 8:00 with food, drink, live music and presentations by our architect, board chair and library director. 2. The staff holiday party is scheduled for December 12, 2018 from 4:00 - 6:00pm. A signup sheet was circulated asking for hors d'oeuvres, desserts, drinks, paper goods and volunteers to help set up (3 to 4pm) and clean up. 3. The 2019 fundraising strategy will be discussed at the December 6, 2018 meeting.

BUDGET/FINANCE: 1. A motion was passed to approve the BML Non-profit Profile as presented by Carl. Lynne/Cheryl. This profile is a simplified financial summary developed to improve the financial transparency of the library and to appear on the library website. 2. A motion was passed to accept the 2020 Fiscal Year Operating Plan as presented by Carl. Lynne/Myra. The data will then be submitted to the Town in the required formats. 3. The Fidelity umbrella account has been opened with a starting deposit of 2,500. Due to recent market weakness, we have hesitated in closing the ML account. It is now expected that the account will be closed sometime in the first half of calendar 2019.

FRIENDS: 1. The Friends held a " Meet and Greet " with Robbie Marshall on November 3rd. Robbie explained how she prepares the financial reports for the Friends and assists the Friends in promoting the sale of used books, by using a themed table in the Reading Room, author of the month, mystery bags, and sales of books on line. The Friends expressed their thanks for her support. 2. Merchandise is low and Tom is ordering more. 3. Monthly meetings are attended by 10-11 Friends and 4-5 Friends sort and shelve books on Thursday mornings.

NOMINATING COMMITTEE: The committee plans to meet in December and work on information packets for the Board and have them ready for the January meeting.

PERSONNEL & POLICY: 1. Liz and Myra presented a new Volunteer form and a combined Code of Ethics and Conflict of Interest Policy form. Discussion and questions followed. These forms will be revised and when satisfactory will become part of an information packet for volunteers. 2. The History Room Policy and the Community Room Policy have been combined to the Meeting Room Policy.

UNFINISHED BUSINESS: Discussed the staff party and the role of the Board in the staff party.

NEW BUSINESS: Lorraine will bring another Little Free Library to BML.

Meeting adjourned at 9:07 P.M.

The next meeting will be January 22, 2019 at 7:00 P.M.

Respectfully submitted:

Alma Zyko, secretary

(approved)