

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

February 26, 2019

PRESENT: Carl Conrad, Marijean Conrad, Lynne Cooper, Emily Smith, Cheryl Czuba, Tom Piezzo, Myra Aronow, Lorraine Riess, Kent Jarrell, Alma Zyko

ABSENT: Liz Anderson, Pam Crum, Mary Karkutt-Kulak,

Meeting called to order at 7:01 P.M. by President Marijean Conrad

PUBLIC COMMENT:

SECRETARY'S REPORT: 1. Minutes of January 22, 2019 were approved as presented. Lorraine/Myra 2. A thank you letter from Carol, our realtor, was passed around for everyone to read.

PRESIDENT'S REPORT: 1. Marijean showed everyone a thank you from the Elks for the BOT donation in memory of Mary Karkutt-Kulak's father. 2. Marijean and Tom met with the town Board of Finance for 90 minutes and presented them with a flyer listing positive things happening in the library. Positive things included: more people using the library, more community involvement, expanded public programs, and grants. 3. The BOT is asking for a budget increase mainly for COLA increases to salaries. 4. Tom will meet with the First Selectman to discuss ways to decrease expenditures. 5. Kent suggested a follow-up letter be sent to the town Board of Finance. 6. Discussion by the BOT concluded by noting we should speak with a unified voice and share our message.

DIRECTOR'S REPORT: 1 Tom had a meeting with state legislators (2/22) re: funding and impact of potential rescissions/bonding formula changes. 2. Tom had a customer service training collaboration with East Hampton and East Haddam directors. 3. CLA conference is 4/29, and 4/30. Trustees may attend. 4. There will be a construction update presentation at Senior Center, 3/27 and a computer class series in April. 4. The first three articles for Haddam News are now completed.

NOMINATING COMMITTEE: No report

PERSONNEL & POLICY: No report

STRATEGIC PLAN: Lynne sent reminders to plan leaders in preparation for the March meeting where the plan will be updated.

BUILDING & GROUNDS: 1. Big Picture chart of 916 Saybrook Road shows dollar loss of \$49,000 but an increase of three quarters of an acre in land with a town appraised value of \$105,000. 2. The Committee agreed to putting 3 different

sizes of “donor bricks” into the plaza area. BML would purchase the bricks in advance of the construction and provide them to the contractor for installation. If some of the bricks are engraved prior to the time the contractor needs them, it will be possible to have them installed during the project. Otherwise, the remaining blank bricks would be switched to engraved bricks at some future date. **3.** Whitney proposed LED lighting strips masked by a perimeter cove around the ceiling for the lobby. This lighting cove design would also be carried into the hallway and ADA bathrooms. There would be 2 additional 3” deep fixtures in the center of the lobby. Similar 3” deep fixtures would be used in the hallway and ADA bathrooms. **4.** Whitney has recently worked with Roger Nemergut, project engineer, to ensure that west/east cross slope of the parking lot is ADA compliant. **5.** All project parts will be announced simultaneously for separate bids. The following schedule is expected:

- 2/8 Final specifications for bids (Whitney)
- 2/22 State grant authority approves bid specifications for Parts A and B (Tom)
- 3/8 Bid specifications announced in papers (Tom/Whitney)
- 3/22 Workshop with contractors interesting in bidding (Whitney)
- 4/12 Bids received back and formally opened (Committee/Tom/Whitney)
- 4/19 Bids selected (Committee)

The bid specifications will require that the new 916 Saybrook driveway be engaged first. Also, that work will commence on or before 5/1 and be completed on or before 8/1. **6.** Earlier in the fall, the Committee approved the 2020 FY CIP request to the Town for \$17,500 for a basic generator asking for 100% funding. The generator would be about the size of a desk and would provide backup power for heat, a few lights, fire alarm system and the servers. Cost ~15K installed (including the transfer box) with ~2K more for a 250 g to 500 g buried propane tank (empty). It would work with the current 200A service. Expected location would be near the dumpster in the new north parking lot. Further details are needed for the expected upcoming discussion with the Town’s Capital Planning Committee. **7.** The committee would like an updated list of maintenance providers for the Library to ensure a timely response to library emergencies.

INTERIOR RENOVATION: No report

DEVELOPMENT & PLANNING: **1.** The Development Committee met on February 7, 2019 and discussed the upcoming Taste of Haddam fundraiser renamed to Food For Thought – A Taste of Haddam & Beyond with a goal to sell 100 tickets at \$35 if purchased before the event and \$40 at the door. Vendors and silent auction items are currently being solicited. Media coverage is being sought to help promote the event. **2.** The committee agreed to participate in Library Giving Day (online) on April 10th. **3.** The general fundraising schedule was reviewed plus the fundraising brochure to be mailed next month by the Friends. **4.** The committee agreed to publish an annual list of donors with an option to contribute anonymously. **5.** The next meeting is March 12th at 7:00 P.M at the library. **6.** At the Dec. 6th meeting, committee agreed to a fundraising calendar as follows (based on calendar year): 1st quarter - Friends fundraising brochure - goal = \$1600
2nd quarter - Spring Event (Taste of Haddam) - goal = \$4000

2nd quarter - Library annual appeal - goal = \$5000

3rd quarter - Friends book sale - goal = \$1300

4th quarter - Library annual appeal follow-up mailer – goal = \$1000

CAPITAL CAMPAIGN: 1. Rosie Connor will join this committee. She has experience with capital campaigns and suggests developing a case statement, prospecting companies and people, matching gifts, 100% participation by BOT, and an elevator speech. 2. A Riverquest boat trip is being considered as a fundraiser and to get the message out. 3. Selling bricks from Haynes Materials in Deep River at a cost of \$100 for 4x8, \$200 for 8x8 and \$500 for 12x12 is another fundraiser.

BUDGET/FINANCE: No report

FRIENDS: 1. Tom ordered new BML merchandise including sweatshirts from Home Team Supply in Middletown and will order bags soon. There is a square meter in place now to allow for the swiping of credit cards for purchases and fines. 2. Any funds raised by the Friends will become part of the “larger pot.” Flyers might say, “A percentage of each program” is made possible by Friends’ support. 3. The book drop renovation is under consideration. Boy Scout, Nicholas Pach would like to do the project and hopes to be done by spring. The Friends will help with the expense. 4. The T.V. which the Friends helped purchase for the children’s department, will be set up soon. 5. The Book Nook is newly organized and neater. 6. Thank you to Robbie and Brenda for culling unsuitable books. Culled books are donated to Discover. 7. The next Friends meeting will be on February 28 and will include a discussion of how Friends can help celebrate a child’s first library card. 8. Friends have agreed to put a flyer out in early March. It will be printed at Page’s in Deep River.

UNFINISHED BUSINESS: None

NEW BUSINESS: Last year, the town of Haddam approved a 10 year Plan of Conservation and Development. Lynne, who is on the Implementation Committee, noted that the library has 4 responsibilities in the town plan. Briefly these are: 1. create a small conference room and reconfigure the circulation desk; 2. Redraw lot lines, add parking and sell 916 Saybrook Road; 3. Offer library services for non-drivers; 4. Increase collaborations, broaden networks, increase mobile technology and publicize services. The library needs to be adequately funded in order to accomplish these town directives.

Meeting adjourned at 8:52 P.M.

The next meeting will be March 26, 2019 at 7:00 P.M.

Respectfully submitted:

Alma Zyko, secretary (Approved with corrections)