

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

April 23, 2019

PRESENT: Carl Conrad, Marijean Conrad, Lynne Cooper, Emily Smith, Cheryl Czuba, Tom Piezzo, Myra Aronow, Lorraine Riess, Alma Zyko, Mary Karkutt-Kulak, Kent Jarrell, Guest: Doreen Staskelunas

ABSENT: Liz Anderson, Pam Crum,

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

PUBLIC COMMENT:

Update by Chair Doreen Staskelunas for the library fundraiser, "Food for Thought: A Taste of Haddam & Beyond," on April 27th 6-8 P.M. **1.** Tickets are sold out: 123 tickets and \$4300. **2.** Parking is available at the library, Senior Center, Haddam Congregational Church and Jail Hill lot. **3.** A state Trooper will be available for 2 possibly 4 hours for traffic control. **4.** This event includes food, wine and beer tasting, raffle items, silent auction items, catered offerings, lot of restaurants, Sundial Herb Gardens, Mike's BBQ. **5.** There will be opportunities to take home gift certificates, flower arrangements, gift baskets. **6.** Christopher & Erin Smith, will match up to \$1000 of what is raised from the raffle and silent auction. **7.** People are needed for set-up, serving and clean-up and parking. Jobs will be finalized at Thursday's meeting of the Planning and Development Committee.

SECRETARY'S REPORT: Minutes of March 26, 2019 were approved as presented. Lynne/Emily

PRESIDENT'S REPORT: No report

DIRECTOR'S REPORT: **1.** Legal notices (non-discrimination) for renovation project are in process and will be published on 5/2 in the Middletown Press, Hartford Courant, Haddam News (print), and mypublicnotices.com. The Board of Trustees resolved to comply with the ethics and non-discrimination policies of the state of Connecticut for the renovation grant. **2.** The fourth presentation at the Senior Center is Wednesday: consisting of 3 computer classes and 1 renovation update. **3.** The partnership with HKYFS is growing; Tom met with the director on 4/16. **4.** CLA Annual Conference is Mon. 4/29 and Tues. 4/30. Tom was nominated for VP/President-Elect. **5.** Pat Coleman memorial fund is up to \$350 and will be used for children and youth programs. **6.** The Friends' appeal total so far is \$4,300 (gross). **7.** New Teen Room and Book Nook are both experiencing good use and positive feedback. **8.** Donor Perfect software package is launching in May.

BUDGET/FINANCE: 1. For review of the YTD 9 month performance, Carl showed 3 standard charts (Balance Sheet, Payroll Detail and Profit and Loss) and two special charts for discussion (Brief History of Town Funding 2011-2120 and Investment/Endowment Accounts) in a power point presentation. **2.** Notable was that 916 Saybrook Road sale money is in a Vanguard money market account and will be used for the exterior renovations project and that the Merrill Lynch account has not been closed due to market volatility. **3.** The Town Funding Chart showed town funding has been flat for the last 6 years and has raised these questions: *a.* Is 345k a cap? *b.* How do we fill the gap (19%) between town funding and Library net expense? *c.* Two strategies to fill the gap are fundraising and funding from investments but what is a sustainable long term withdrawal rate? *d.* Is a capital campaign the answer for long term capital needs?

FRIENDS: 1. The Friends' annual appeal took in \$2,800.00 in the first few weeks and the net is about \$1,700.00. **2.** The scanner was deemed too expensive. We will save \$300.00 - \$400.00 by getting a free UPC app. Robbie can use it to process 50 to 75 books a day. **3.** Tom gave out confidentiality and conflict of interest documents to sign. **4.** The free-standing book drop will be refurbished soon. **5.** The Friends plan to order 250 bags for a Child's First Library Card initiative and may have them ready for the summer reading kickoff at the end of June.

NOMINATING COMMITTEE: No report but be thinking about finding more people to serve as Trustees.

PERSONNEL & POLICY: No report

STRATEGIC PLAN: 1. Of the 37 tasks agreed to by the Board, we have already completed 15 of them, adjusted the completion dates for 13 and eliminated or consolidated 9. **2.** Steps completed are: *a.* **Engaging Community:** Tom has evaluated the use of the LION Consortium's shared software to evaluate the library collection and determined this is not a viable method. Also, with the existing budget and level of town contribution, it is financially impossible for the library to increase public hours beyond the current 50. *b.* **Financial Stability:** 916 Saybrook Road has been sold. A longer-term fund-raising calendar has been established, delineating the activities of the Development Committee and Friends and keeping activities and appeals separate. Donor Perfect is being implemented on a trial basis. The Capital Campaign Committee has been established. The Finance Committee has developed a 3-year financial plan to be used as a basis for requesting annual town funding. The library's 990 form is now accessible from the library web site and the Finance Committee has developed a simple, easy to understand financial statement. *c.* **Quality Services:** The By-Laws have been updated and posted on the website. Safety protocols, emergency procedures and accident reports have been updated and the staff has been informed. Signage and procedures for emergency evacuation have been deemed compliant with Christopher Gamache (Fire Marshall). A timeline was established for the exterior (and associated interior) components of the renovation. The timeline will be kept updated. The Board of Trustees now has an

information packet to ensure adequate orientation upon election to the Board. **3. Steps Eliminated:** Several of the tasks in our year 1 metrics are part of the core operation of the library and are handled by the Director. **4. Meetings with Town Officials:** Town officials are willing to meet with Library representatives to better understand the budget and capital funding requests. Having a simplified financial statement to share will assist in the process, as will an Annual Report once designed and available. At the last meeting with town officials, an update on library activity was shared and will be a regular handout.

BUILDING & GROUNDS: **1.** Exterior renovation is moving forward with plans to sign a contract in late June and finish work by the middle of October. **2.** Once the new driveway goes in and the old driveway is out, plans will be needed for fencing and shrubs.

INTERIOR RENOVATION: No report

DEVELOPMENT & PLANNING: **1.** Committee met and worked on the upcoming fundraiser, Food for Thought - A Taste of Haddam and Beyond (see public comment-Doreen's presentation). **2.** The next meeting is Thursday, April 25th. **3.** Annual Appeal is planned for the end of May, beginning of June. Kent and Tom will update the brochure.

CAPITAL CAMPAIGN: The committee is pursuing ideas of Rosie Connor to research large corporations as possible donors.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

Meeting adjourned at 8:48 P.M.

The next meeting will be May 28, 2019 at 7:00 P.M.

Respectfully submitted:

Alma Zyko, secretary

(approved)