

BOARD OF TRUSTEES REGULAR MEETING

James Blackstone Memorial Library

Wednesday, February 1, 2017 6 p.m.

Trustees (Present): Sandra Baldwin, Michalah Bracken, Keira Cervoni, Norman Dahl, Jan Day, Polly Fitz, David Henderson, Ed Kirk, Beth Law, Rick Mahoney, Andy McKirdy, Robin Sandler, Frank Twohill, Gina Wells

Guests: Matt Hughes, Ambassador; Hatsie Mahoney, President of the Friends of the Blackstone Library

Staff: Karen Jensen, Director; Gennett Grinnell, Technical Services Librarian

Andy McKirdy called the meeting to order at 6 p.m.

AGENDA

- 1.) **Public Comments:** none
- 2.) **Additions to the agenda:** none
- 3.) **Approval of minutes (January)—action:** Robin Sandler made a motion to approve the January minutes; Sandra Baldwin seconded. The motion was passed.
- 4.) **Director's Report:** The library will partner with Willoughby Wallace Library to celebrate Take Your Child to the Library Day on February 4. Sandra Baldwin has nominated Carly Lemire and Mary Lockery for entry into the Branford Education Hall of Fame; all members are encouraged to show their support by voting at the meeting at 7 p.m., February 9, in the Community House. The 2017 Summer Reading theme will be "Building a Better Community". Very soon, patrons will be able to reserve and print museum passes from home! Karen distributed brochures from the Branford Chamber of Commerce listing non-profit workshops. The first one will be held at 8 am, February 9, at the Blackstone Library. Karen, Carly, Katy Dillman and Whitney Gayle completed their Excite workshop training and were awarded a \$2,000 grant for their program presentation called "Uncover Branford". They will make their presentation to the Board at the March meeting. Karen also gave an update on the Deliver-It service and its funding in the future.
- 5.) **Treasurer's Report:** The budget over the first 6 months has remained steady.
- 6.) **Committee Reports—only as required:**
 - Finance Committee—FY 2017-2018 Budget Request—action:** Rick reviewed the proposed budget. After discussion, he made a motion to approve the budget. David Henderson seconded the motion. All voted for approval.
 - Building Committee—**

Report on progress of renovation

Design Development Phase beginning: On January 11, the Building Committee accepted the final schematics from the architects. The next phase of design will be Design Development, which will be funded primarily by the Blackstone Library. It "should be completed by the end of spring, when the Blackstone will again review the project with town boards for funding."

Timetable to final cost estimate and request to town: On January 17, the Committee met with Jamie Cosgrove and Jim Finch to discuss the progress of the renovation project and estimated costs.

Update to Board of Finance January 30: On January 30, the Committee presented an estimated costs report to the Board of Finance.

Approval to seek proposals for a construction manager and funding—action: Our architect has recommended hiring a Construction Manager for the spring to perform pre-construction services. The CM acts as an “owner’s representative,” providing, among other things, guidance with respect to the construction timetable and materials, as well as designing the phasing of the process so that the library can remain open. The CM would also provide a detailed cost estimate as a check against the architect’s estimate. Andy made a motion to “approve the appointment of a Construction Manager for the Design Development Phase and the allocation of an additional \$15,000 from the Board Restricted Funds for Renovations to support the cost of the next phase of design and the Construction Manager.” Jan Day seconded the motion. All voted for approval.

Capital Campaign Committee---

Progress report—January 25 Capital Campaign Committee Meeting

Status of funding requests to Community Foundation and the Friends of the Library: On February 6, the Branford Community Foundation will meet to vote on awarding the library a grant for the renovation. The Friends will meet later next week to vote on their financial support of the Capital Campaign.

Plans for publications and upcoming activities: The Campaign promotion materials will be completed in February. There will also be a schedule of private events, communications and activities throughout the year.

Development Committee

Donor Reception on February 12 following *Rave On* concert: Ed Kirk encouraged board members to attend the concert at 2 p.m. and the donor reception at 3 p.m. He thanked the Friends of the Library for funding the concert.

7.) Next regular meeting—Wednesday, March 1—James Blackstone Memorial Library Auditorium

Andy adjourned the meeting at 6:55 p.m.