

BRAINERD MEMORIAL LIBRARY TRUSTEES

9-27-2016

PRESENT: Liz Anderson, Carl Conrad, Marijean Conrad, Pam Crum, Raul deBrigard, Virginia Evensen, Sharon Kapitulik, Tom Piezzo, BJ Noonan

ABSENT: Paul Geraghty, Mike Jordan, Mary Karkutt-Kulak, James Simpson

Meeting called to order at 7:07 pm by Raul deBrigard, president

Public Comment: none

Agenda approved as presented: Pam/Carl

Secretary's report: Approved with two corrections of dates. Pam/Marijean

Treasurer's report: Presentation by Carl of the 2016 income and expenses. He explained the new format for presenting data. Review of terms used and abbreviations. This format is color coded and clearly presents the financial state of the institution. This formal presentation will be made quarterly.

Comptroller's report: No additional information presented.

Director's report: 1. Thank you to everyone who helped with the Monday Grand Opening. 2. During the summer, the circulation of digital magazines and e-books increased significantly compared to last summer. There was a slight decrease in print book use. Programming has increased the number of offerings and attendance has increase about 48%. 3. The Brainerd Babies program will begin on 10/14. This is for caregivers and babies 0 to 24 months. 4. We now have a Wi-Fi hot spot.

President's report: 1. The updated Trustees list and committee assignments was distributed. 2. Discussion on who will answer alarm that occurs at night. This will be addressed at the next meeting. 3. The capital improvement plan was presented. There was significant discussion on this plan.

Building/grounds: no report

Budget/finance: no additional report

Development/planning: 1. The annual appeal letter will be development after the reception for people who contributed last year. 2. The open house will be on Friday, October 14, 2015 from 7:00pm to 8:30pm. There will be a classical guitarist. Tom will have name tags for Friends, Trustees and Staff. Trustees to mingle with the guests and discuss library programs and plans. 3. Links in the Library will be November 5, 2016. From 11:00 am to 3:00 pm it will be for

families. The program for adults will be from 6:30 pm to 8:30 pm. Trustees plan to come. Fee will be \$20.00/person, \$35.00/couple. Working on permits already.

The advisory committee for planning improvements for the interior of the library has met. The group looked at areas that need improvement and possible projects to begin this activity. The first two ideas were to remove the curtains in the history room and obtain estimates for painting the interior. More information to follow.

Friends of the Library: no report

Personnel/policy: no report

Nominating: As there is an open slot on the roster, will send out another group of letters during this next month.

New Business: none

Meeting adjourned at 9:30pm. The next meeting is October 25, 2016 7:00 pm.

Respectfully submitted:

Virginia L. Evensen, secretary

Approved as presented 10-25-2016