

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

10-24-2017

PRESENT: Liz Anderson, Carl Conrad, Marijean Conrad, Pam Crum, Cheryl Czuba, Raul deBrigard, Virginia Evensen, Stephanie Denkowicz, Mary Karkutt-Kulak, Tom Piezzo, Myra Aronow

EXCUSED: Sharon Kapitulik, Jim Ziobro

Meeting called to order at 7:05 pm. by Raul deBrigard, president

Public comment: None

Agenda approved as presented: Carl/Pam

Secretary's minutes: The minutes of the 9/26/2017 meeting was approved with one correction. Carl/Raul

Director's report: written report-1. The filters have been installed on public and staff computers and on the Wi-Fi service to comply with Children's Internet Protection Act(CIPA). The library is now eligible for E-rate discounts. The library must have one public meeting/year to maintain the E-rate discounts. 2. Tom Gezo, a strategic plan consultant will attend the next Budget and finance meeting to discuss developing a strategic plan for a non-profit agency. 3. The children's programming is doing well with the new leadership team. There has been increased contact with the schools over the last year. 4. LION library delivery service is noticeable improved. 5. There has been a request for use of the Library on a Monday before regular hours for a memorial service. The Board agreed that this was acceptable.

President's report: None

Budget/finance: 1. Review of finances year to date. 2. Written report from the Finance committee was presented. Reviewed the strategic plans of three public libraries, Cheshire, Newtown and Weston. 3. The suggestion that we document where we are (2017), where we are going (2018-2019) and where we might want to go (2019-2020). The board agreed to proceed with steps one and two. Tom will work on writing up this project.

Building/grounds: The capital improvement plan is being addressed.1. Met with Jen Noyes, an exterior architect regarding the plan for the exterior improvements. This plan will need to be presented on December 7, 2017. Two proposals for the boiler replacement have been received. We are eligible for a free energy audit for heating and cooling.

Motion: Board approves committing to the replacement of the boiler for up to \$22,000 without coming additional board approval. Carl/Raul approved

Motion: Apply for the energy audit as described and discussed. Carl/Stephanie approved

2.

Development/planning: 1. The flyer for the Friends fundraising was presented and suggestions made. This will be presented to the Board. 2. Review of the Golf in the Library 3. The Donor Reception will be November 4, 12017.

Friends of the Library: 1. The new flyer for support of the Friends was presented to the Board. It will be sent out early in 2018. 2. 3000-4000 books were boxed and picked up by Thrift Books Global. 3. The Friends had an informal retirement party for Kaycee Blancaflor.

Personnel/policy: 1. Proposed changes in the BML Employee hand book were presented 2. The Board of Trustees bereavement guidelines was presented and reviewed. 3. Revisions to sections 5.1, 5.2, 6.2, 6.4 and Article VII of the Bylaws adopted June 27, 2017 were presented to the Board. A discussion ensued and it was determined that additional changes were needed and that the further revised Bylaws would be presented to the Board for consideration at the next meeting.

The Bereavement policy and the changes in the employee handbook were approved as presented. will be voted on at the meeting.

Nominating: One name received as a potential board member.

New business: Executive session-9:50pm to 10:00pm

Meeting adjourned at 10:05 pm

Next meeting will be November 28, 2017 at 7:00 pm. This is a change in date and the change will be noted at the Town Clerk's office.

Respectfully submitted:

Virginia L. Evensen, secretary

Approved with one spelling correction 2-28-2017