

BOARD OF TRUSTEES BRAINERD MEMORIAL LIBRARY

10-25-2016

PRESENT: Liz Anderson, Carl Conrad, Marijean Conrad, Raul deBrigard, Virginia Evensen, Mary Karkutt-Kulak, Sharon Kapitulik, Tom Piezzo, BJ Noonan

ABSENT: Pam Crum, James Simpson

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

Public Comment: None

Review of agenda: Discussion on the order of presentation. Approved as presented. Carl/Sharon

Secretary's report: Approved as presented Marijean/Carl

Treasurer's report:: Included under the budget/finance

Comptroller's report: Included under budget/finance

Director's report: Written report presented. 1. Paychex reports that the accountants request access to the accounts. Board approved. 2. Summary of the state budget was presented to the LION Board of Directors. This will affect many interlibrary services. 3. Donations a. \$100 annual appeal b. \$50 for Jan Sweet

Building/grounds: The new HVAC circulator was installed today. It will be important to plan on a boiler upgrade in the coming year.

President's report: 1. Reception for library supporters was successful. I received many positive comments. 2. The capital improvement plan was filed with the town. Guidance was requested by the President on questions that might arise at our forthcoming meeting with the CIP committee. At a previous Board meeting the Board accepted the idea that a temporary lien on the library property would be allowed in return for a financial grant. Could this be a useful model in discussions with the town? The Board said NO, because it is unnecessary: The Town gets the Library if we ever cease being a public library. The library will need legal assistance to entertain such an idea.

Budget/Finance: 1. It is proposed that the savings account and the main checking account be combined. Approved Raul/Liz 2. It is proposed that the main checking account and the 916 Saybrook Road accounts be combined. Raul/Carl. There was a long discussion about this proposal. This proposal was tabled-to be discussed again at a later date. 3. The budget for the 2017/2018 year presented with explanation of the line items. Motion to accept the budget as proposed. Approved as proposed. Marijean/Carl

Development/planning: 1. The renovation subcommittee has met with painters regarding painting the library. There is a meeting with an architect to discuss ideas for changing the inside environment on 10-27-2016 at 11:00 am. 2. The plans for the Links in the Library are in place. The food is to be picked up at 5:00 pm from the local stores. The silent auction is ready to be displayed. 3. Plan is to work on the annual campaign when this event is concluded.

Friends of the Library: No report

Personnel/policy: 1. The updated employee handbook was presented. It was approved as presented. 2. It was voted that the personnel policies will be removed from the web site. Marijean/Liz 3. We will review the by-laws as the next project. 4. There was discussion about the SIMPLE IRA currently offered to employees. A motion was made to continue to offer the 2% non-elective contribution for calendar year 2017. Marijean/Raul 5. There will be a Holiday Gathering for the staff and volunteers on Wednesday 12/14/2016. The staff will receive a gift card from the Board.

Nominating: We have one new application for the Board of Trustees. More information will be forthcoming.

New Business: None

Meeting adjourned at 9:30 pm. The next meeting is December 6, 2016 at 7:00 pm

Respectfully submitted,

Virginia L. Evensen, secretary

Approved 12-6-2016