

BRAINERD LIBRARY TRUSTEES MEETING

2-28-2017

Present: Carl Conrad, Marijean Conrad, Raul deBrigard, Virginia Evensen, Stephanie Denkowicz, Tom Piezzo,

Absent: Liz Anderson, out of state, Pam Crum, called, Sharon Kapitulik, called, BJ Noonan, called, Mary Karkutt-Kulak

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

Public comment: none

Secretary's report: Presented with two corrections Raul/Marijean Approved

Director's report: written report presented 1. Fiber connections delayed secondary delay in appropriate funding. 2. Delivery service between libraries will be determined in late March. All libraries will be affected and fees will be charged. 3. The library will restart the application for the engineering construction grant. 4. There were positive responses to the article in the Haddam Bulletin. Use of tech support has nearly doubled since the article was published. The Director will send a note of appreciation to the author. 5. The director and the president will attend the Board of Finance meeting next week. 6. The Google-drive master account has been set up to have tech space for minutes of committee meetings. 7. A sign has been placed on the circulation desk on seeking new members for the Board of Trustees.

President's report: 1. The lease on the 916 Saybrook Road property needs to be renewed in May, 2017. Finance committee needs to review the lease and increase to monthly rent. Carl will speak with the management company regarding this activity. 2. The Board of Finance committee meeting next Saturday will focus on the Capital Plan for the next few years.

Finance committee: 1. Review of the balance sheet. Merrill Lynch account has a 4% growth for the last 6 months. The accounts were rebalanced by the end of December 2016. 2. Review of the 6 month year to date figures. 3. Discussed the process of the audit.

Development/planning: written report presented: 1. Reviewed recent fund raising activities. Talked about appeal letters and time frames for activities. 2. Reviewed plans for special activities-Agricultural day, 5//20/2017, golf tournament 9/16/2017, ice cream social 8/9/2017, community sing 4/29/2017

Friends of the library: 1. Brief discussion of status of 501C3 for the Friends. Director will review this with the Friends.

Personnel/policy: no report plan for a meeting in March. Stephanie will set up a meeting to work on the Certificate of Incorporation and the by-laws.

Nominating: One letter has been sent to a potential candidate.

Meeting adjourned at 9:09 pm Next meeting March 28, 2017 7:00 pm

Respectfully submitted:

Virginia Evensen, secretary

Approved as amended 3-28-2017