

BRAINERD MEMORIAL LIBRARY TRUSTEES MEETING

3-30-2017

Present: Carl Conrad, Marijean Conrad, Pam Crum, Raul deBrigard, Virginia Evensen, Stephanie Denkowicz, Mary Karkutt-Kulak, BJ Noonan, Tom Piezzo, Sharon Kapitulik

Absent: Liz Anderson, out of state

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

Public Comment: none

Agenda approved as presented.

Secretary's report: Approved as amended. Carl/Stephanie, one abstention

Director's report: written report presented

1. The Federated Garden clubs of the state are donating a white oak to each town in the state. The Haddam Garden Club would like to present the Haddam tree to Brainerd Library. The Board approved the donation and the site for planting will be determined this spring. Carl/Stephanie unanimous
2. The town safety committee has announced that a cross walk will be installed between the library and the Senior Center.
3. The town check process has been altered so that the library will receive notification as soon as the Finance Department has it prepared.
4. DeliverIT is still not definitely available. The Consortium may need to utilize an outside vendor and the fees may be several thousand dollars/year. The availability of the state funds is not definite at this time.
5. We will be using WikiSpace instead of Google Drive for the site for storage of Board minutes.
6. Engineering studies for the Capital Long Term plan needs to be done as soon as possible. The proposal and prospective cost needs to be approved to move forward.

President's report:

1. There was a meeting with the Board of Finance regarding the Capital Improvement plan. Action was tabled. More detailed information needed. There is a September deadline for grant applications. Plan is to meet with the First Selectman in the next 2 months. Selectman approval is needed before the Finance Committee will act. Board approved an allocation of \$30,000 for the engineering study. Carl/Stephanie approved.

Budget/finance:

1. 916 property-the management company proposed to increase the rent to \$1575/month beginning June, 2017. This increase should cover the increase in the property tax.
2. The 6 month financial figures have been reviewed and the discrepancies have been resolved.
3. The library staff has received additional instruction on quick books.

Building/grounds: 1. The Haddam Garden Club is working on upgrading the butterfly garden

Planning/Development: written report presented. The subcommittee to improve the inside environment will be meeting with another architect for a second opinion.

Friends of the Library: 1. The Friends have received \$1800 from their recent mailing. 2. When the president returns from her vacation, the Friends will discuss the separation of the 501c3.

Personnel/policy: 1. Presentation of the revised articles of incorporation and by-laws were reviewed. Changes in documents were indicated. The Board is asked to read the documents and indicate to the committee any additional changes within the next two weeks. A vote for acceptance will occur at the next meeting. There was discussion on the appointment of trustees, and the makeup of the board.

Nominating committee: no report will meet next week.

Meeting adjourned at 9:20 pm

Next meeting April 25, 2017 7:00 pm

Respectfully submitted

Virginia L. Evensen, secretary

Approved 4-25-2017