

BRAINERD MEMORIAL LIBRARY TRUSTEES

4-25-2017

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

Absent: Stephanie Denkowicz, out of state

Meeting called to order at 7:08 pm by Raul deBrigard, president

Public comment: None

Agenda approved as presented.

Secretary's report: Minutes of the 3-30-2017 meeting were approved as amended. Marijean/Pam

Director's report: 1. The Haddam Plan of Conservation and Development is being reviewed and updated by the town. The library has been asked to submit 3 goals with action plans for the next 10 years by 5-12-2017. The group suggested a. updating the library environment b. reapportionment of the grounds and parking areas and c. increased services to targeted populations. The director will circulate a draft of the proposal for comment and was authorized to file the results by 5-12-2017. 2. Update on Agricultural day, 5-20-2017 and the community sing on 4-29-2017. 3. Review of the library survey process for board appointments and municipality involvement. The 23 libraries surveyed were in towns of similar size. None of them had their Trustees appointed by the municipality. Twenty-two of the libraries received the majority of their funding from the municipalities. 4. Planning to meet with the Friends this week regarding 501c3 and representation on the Board. 5. New community contacts with Youth and Family Services, Card Angels, Lions, Chamber of Commerce, Middlesex County, and the Ct. Alliance of Foster and Adoptive Families. 6. Working on the Dementia collection and collaboration.

President's report: 1. President will not be at the next meeting. Marijean Conrad agreed to chair the next meeting.

Budget/finance: 1. Financial status of the library was presented and reviewed. Training that has been ongoing has improved the status of the books.

Building/grounds: 1. The committee met with Roger Nemergut, a licensed civil engineer who is familiar our library. He will propose three versions of the property changes for the engineering study as requested by the Board of Finance. These versions will include the estimated cost for each plan.

Development/planning: 1. Golf tournament plans progressing. Do not as yet have corporate sponsors. 2. The annual appeal trifold letter has been prepared. A second estimate for the preparation and mailing is being obtained this week. This mailing will go out in May.

Renovation committee: 1. Met with George Fellner, a local architect who has worked on library development plans. He will develop a proposal for changes in the library environment.

Personnel/policy: 1. There was a good response from the board on the certificate of incorporation and the by-law revisions. There was general discussion on process for having people join the board and on how to present new plans to the Town. This will be clarified and presented with alternatives to the board next month. At the next Board meeting a decision should be made on the final text of these documents. The next step towards the final approval of the documents should be established.

Nominating: 1. Working on recruiting at least 4 new members for the Board of Trustees. 2. BJ Noonan's term is completed and she will step down from the board. 3. Ginny Evensen will stay on one more year. 4. Mary Karkutt-Kulak will stay on two more years. 5. A vice president needs to be chosen. 6. Raul deBrigard agreed to stay on for one more year. A potential slate of officers for the coming year will be presented at the next meeting and voted on at the June meeting

Old business: none

New business: Next month review the goals and action plans for the library that were submitted to the town, the report of the civil engineer and the by-law and certificate of incorporation.

Meeting adjourned at 9:30 pm Next meeting will be May 23, 2017

Respectfully submitted:

Virginia Evensen. Secretary

Approved as presented 5-23-2017