

BRAINERD LIBRARY BOARD OF TRUSTEES

5-24-2016

PRESENT: Liz Anderson, Marijean Conrad, Pam Crum, Raul deBrigard, Virginia Evensen, Mike Jordan, Mary Karkutt-Kulak, Tom Piezzo, BJ Noonan, James Simpson

ABSENT: Jamie Beckman-called, Paul Geraghty-delayed at work

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

Public comment: none

Agenda approved as presented: Jim Simpson/Pam Crum unanimous

Secretary's report: Minutes of the 4/26/2016 meeting approved as presented. Pam/Marijean

Treasurer's report: No written report presented. Discussion on the process and procedures occurred. Work continues on transferring all financial transaction on to Quick books. There will be a meeting with Merrill/Lynch at the end of June.

Comptroller's report: \$34,025.00 in checkbook. I am working with Tom on the flow charts for the finances.

Director's report: 1. The Agriculture Day was a success. Over 250 people attended and the feedback was positive. 2. Summer reading program is in the planning phase with components for all age groups. 3. The new server from LION was installed. We will have additional Wi-fi. 4. Paychex has an on-line submission up grade which will be about \$44/month. This will significantly decrease the time need to submit payroll each pay period. Motion made to upgrade the paycheck system by purchasing the software package. Pam/Mary unanimous vote. Motion made that if the cost is higher than expected no further board action is needed to complete the purchase. Liz/Pam unanimous vote 5. The state has suspended all library construction grants at this time. 6. deliverIT-continues to be problematic-we may have to pay for interlibrary services in the future. 7. Monday opening-proposal presented. This can be achieved without exceeding the budgeted 2017-2018 payroll. The library will begin Monday opening this fall. 8. A financial summary was presented. There was a \$250 from the Haddam Lions club for the annual appeal. Review of the budget items was presented.

President's report: 1. Michael Solakian has been contacted. He would be able to advise the library on its procedures and how to manage recording the endowment funds. This man is recommended by Paul Geraghty as someone who has the skills to advise the library on handling its financial procedures. 2. There will be issues that need to be clarified to move forward with capital plans for the library relating with the Town. Since the Selectmen, in response to our last capital plan request, have indicated that the library should cover the cost of the engineering plan for modifications of the library property. 3. The issues regarding health insurance for the library

director have been resolved. The library will be paying these costs at this time. It is not possible to have a group of one for health insurance. 4. I will be away for most of June. The vice president will chair the meeting in June.

Building/grounds: 1. Mike asked who is on the emergency call system-Mike and Raul at this time. 2. The air conditioning system will be cleaned in June. It has not been services in over a year. The cost is \$400 to \$600. 3. The Ice Cream social for the Reading Program will be 8/3/2016. Mike will arrange for the tent and tables.

Budget/Finance: There will be a meeting with financial services company on 6/24/2016 to review the library procedures.

Development/planning: Written report presented. Plan to have Golf in the Library in November and Murder in the Library in March. We will be planning to have an adult gathering for people who have contributed to the annual appeal in October. The letter should be ready to go to the community after this event. The committee had not considered the Touch a Truck-will plan for this event at the next meeting.

Friends of the Library: no report

Personnel/Policy: 1. Committee will present the draft of the staff personnel book at the next meeting.

Nominating: Working on the slate of officers for next year.

New business: 1. Pam presented the strategic plan for the Russell Library in Middletown. There was discussion on working on this for Brainerd Library. Tom will share information on this at the September meeting.

Meeting adjourned at 8:50 pm. The next meeting will be June 28, 2016 at 7:00 pm

Respectfully submitted

Virginia L. Evensen, Secretary

Approved 6/28/2016