

BRAINERD MEMORIAL LIBRARY TRUSTEES

6-28-2016

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

ABSENT: Jamie Beckman, called, Pam Crum, called, Raul deBrigard, vacation, Paul Geraghty

Meeting called to order by Liz Anderson at 7:05 pm.

Public comment: none

Agenda approved as presented Marijean/Jim

Secretary's report: Approved as presented Jim/Mary

Treasurer's report: 1. met with new investment management company for non-profits-Meritam-information presented and discussion. Comparing services from Merrill Lynch and Meritam. The finance committee needs to work on this issue before decisions are made. Additional presentation will be made at the August meeting.

Comptroller's report: \$37,277 in the checking account as of 6-28-2016. This is a slightly higher than normal balance.

Director's report: 1. Review of the 2015-2016 budget shows decreased spending earlier in the years secondary to the change in library directors. 2. The HVAC system was serviced yesterday. 3. Staff performance reviews have been completed or are scheduled. 3. The 2.5% across the board raise to be granted is in line with the Town raises. 4. State construction grant letter of intent will be sent now. 5. There needs to be tech upgrades-iPad, Kindle Fire, Projector, new laptop, printers, WiFi boosters-all these will be in this year's budget. 6. I will be attending a Middlesex Foundation grant application workshop tomorrow. 7. Touch a truck will be on October 3, 2016 in the library space. 8. Plan is to try a mini-golf fund raiser on November 5, 2016. 9. There continues to be significant issues with moving books around the state by DeliverIT.

President's report: none

Building/grounds: 1. the tent for the ice cream social on August 3, 2016 has been ordered. 2. Met with Jeb Jacobson regarding the driveway -will need to meet with the D.O.T regarding placement on entrances. The survey and engineer plans will need to be presented at the Planning and Zoning.

Budget/finance: 1. Discussion on the need for an audit. Tom will talk with colleagues about suggestions. Jim will contact Paul about someone he had suggested to help with this.

Development/planning: 1. Beginning work on the annual campaign letter-it will focus on the library's role in the community. Plan is to send individual letters by mail-general message by electronic media. 2. Planning an evening event for contributors on October 17, 2016. 3. Committee is working with Tom on plans for Touch a Truck and Golf in the Library.

Friends of library: no report

Personnel/policy: 1. Draft of the employee handbook presented. Please review this and bring suggestions to the next meeting. 2. Motion made to move into executive session. Mike/Liz 9:15-9:25. Motion was made to add one week vacation for the director at the end of his 6 month probation period after review of his performance review. Marijean/BJ unanimous

Nominating: Slate of officers-Raul deBrigard, president, Paul Geraghty, vice president, Virginia Evensen, secretary, Mary Karkutt-Kulak treasurer, BJ Noonan, comptroller. Approved as presented.

New business: none

Next meeting: August 23, 2016 7:00 pm

Respectfully submitted,

Virginia L. Evensen, secretary

Approved as presented-8-23-2016