

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

6-26-2018

PRESENT: Liz Anderson, Carl Conrad, Marijean Conrad, Lynne Cooper, Pam Crum, Cheryl Czuba, Raul deBrigard, Virginia Evensen, Stephanie Denkowicz, Mary Karkutt-Kulak, Tom Piezzo, Alma Zyko, Lorraine Reiss, Myra Aronow

ABSENT: none

Meeting called to order at 7:10 pm by Raul deBrigard, president.

PUBLIC COMMENT: none

Agenda review-addition of executive session requested at the end of the meeting by Marijean Conrad. Approved as amended-Marijean/ Lorraine

SECRETARY'S REPORT: minutes of the 5/22/2018 approved as presented. Lynne/Lorraine

DIRECTOR'S REPORT: written report 1. The library hours will not be reduced on Friday this year in response to increased use of the library. Closing on Saturday will be 1:00 pm in July and August. 2. Ag Day hosted approximately 275 people. Excellent public feedback. 3. Staff performance reviews have been completed.

PRESIDENT'S REPORT: Thank you to everyone for your support of the library.

BUDGET/FINANCE: no report

BUILDING/GROUNDS: Met with the architect. Reviewed the exterior plans-drawings presented to the board. Revised plans will reviewed with Liz Glidden, Town Planner, before going out to bid.

. Tom will work with both architects to prepare the plans to go out to bid. The target date to release the drawings for bids in July 15, 2018. Tom will put the interactive digital renderings on the library website. Plan A-The redesign of the emergency entrance to the of the new formal entrance and the resign of the two bathrooms and Plan B-The relocation of the driveway/parking lot. These two plans will be put out to bid together.

Marketing of the 916 Saybrook Road property was addressed by Carol O'Hare of Caldwell Banker. She believes the house is in fairly good shape and recommends that it be marketed "as is".

1. Motion: A Property agreement for 9 months with Caldwell Bankers for sale of the 916 Saybrook Road property be signed. Carl/Myra unanimous
2. Motion: Initial price for property to be \$264,900. Carl/Myra

Discussion on who would accept the offer for the purchase of the property. The building/grounds committee will approve the price and prepare a contract with the buyer. The president will have the authority to accept the offer based on the report from the building/grounds committee. Pam/Carl unanimous

DEVELOPMENT/PLANNING: As yet there is no one to chair this committee.

The president is working on this. The Board of Trustees is invited to participate in the summer ice cream social on 8/16/2018. It is suggested that the trustees come at 6:30 to help with set up in the yard.

STRATEGIC PLAN: There are two meetings planned, 7/9/2018 at the library 7:00 pm. and a retreat on 7/28/2018 at Myra Aronow's house. There are surveys available at the check out desk.

FRIENDS': written report 1. The Friends fund raising was successful. To date \$2700 has been received and donations continue to trickle in. 2. There will be a "Giant Book Sale" on 9/22/2018. 3. Mary Aduskevich has developed a survey to determine what types of books to have in the Book Nook when it moves upstairs. These surveys are at the front desk.

NOMINATING: The slate of officers for the coming year are: Marijean Conrad, president, Pam Crum, vice president, Alma Zyko, secretary, Mary Ellen Karkutt-Kulak, treasurer, Carl Conrad, comptroller. A single ballot was cast for the slate. The trustees for 2018-2021 were presented and unanimously approved. The committee assignments were presented and accepted.

Personnel/Policy: Executive session 8:45pm to 8:55 pm.

Meeting adjourned at 9:05 pm

The next meeting will be Tuesday 8/28/2018. 7:00 pm

Respectfully submitted:

Virginia Evensen, secretary

Approved with corrections: August 28, 2018

Alma Zyko, secretary