

BRAINERD LIBRARY TRUSTEES MEETING

January 24, 2017

Present: Raul deBrigard, Virginia Evensen, Mary Karkutt-Kulak, Sharon Kapitulik, Tom Piezzo, BJ Noonan

Absent: Liz Anderson, Carl Conrad, Marijean Conrad, Stephanie Denkowicz, all out of state, Pam Crum sick

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

Public comment: None

Agenda format approved as presented. Sharon/BJ

Secretary's report: Minutes of the December 12, 2016 meeting had been distributed prior to the meeting. Minutes approved as presented. BJ/Mary

Director's report: 1. The special appeal done in December has raised \$5,495. The Friends of the Library will do a mailing in February. We should plan to do an all-mail box letter in late April or May. 2. The IRA contributions for 2016 total \$3,939.43. This will be distributed now. 3. The Fiber grant check was deposited. Voice Over Internet phones are being investigated. 4. All trustees should have Gmail account to have access to the shared document repository. Demonstration available. 6. DeliverIT consultant reports that individual libraries will be paying for inter-loan materials delivery. The fees for using the inter-library delivery will probably begin sometime this year. 7. Joint programs with the Senior Center have been well received. 8. Haddam bulletin will have an article about the library in the February issue. 9. Bids to upgrade the alarm systems are being researched at the recommendation of the Fire Marshall.

President's report: 1. The budget was approved as presented by the selectman and will go before the Board of Finance next. 2. There have been no recommendations as yet on staff salaries. 3. There is be no action on the capital improvement plan. 4. Met with the first Selectman-money approved from the floor repair at the library and not used, will be available to replace the current boiler.

Standing committees:

Budget/finance: Treasurer- 1. The tax return ready to be submitted. 2. Real estate taxes have been paid. 3. Journal entries being made. Working with Robbie to ensure that bills are paid on time 4. Tax form 1099 is being prepared.

Development/planning: no report. Meeting to be set for February.

Friends of the library: no report

Personnel/policy: 1. Brief discussion on IRA contributions-the library contributes 2% for each employee.

Nominating: No report. It was suggested to invite Bob Waller to join the Board.

New business: none

Meeting adjourned at 8:45 pm

Next meeting: February 28, 2017 7:00 pm

Respectfully submitted:

Virginia L. Evensen, secretary

Approved as amended-2-28-2017