

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

12-6-2016

PRESENT: Carl Conrad, Marijean Conrad, Raul deBrigard, Virginia Evensen, Stephanie Denkowicz, Sharon Kapitulik, Tom Piezzo

ABSENT: Liz Anderson-away, Pam Crum-ill, Mary Karkutt-Kulak-called, BJ Noonan-called

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

Agenda approved as presented Carl/Marijean

Secretary's report: Minutes of the 10-26-2016 meeting approved as presented. Marijean/Carl

Treasurer's report: no report 1, The 2015 990 Tax form was distributed and reviewed. It was approved as presented. Carl/Sharon 2. Motion made to approve the 990-T form for the 916 property Marijean/Carl

Comptroller's report: The annual report to the Secretary of State has been completed and submitted. The appropriate fees have been paid

Director's report: 1. The budget for the 2017/2018 year was submitted to the Town. This was approved as presented. 2. A possible Annual Appeal letter distributed. Discussion occurred on when to send out appeal letter. It was decided to send presented letter out now on library stationary to recent contributors. Marijean will address letters next week. An additional appeal letter will go out some time next year but not until after the Friends appeal in February. 3. Mini-golf in the Library was successful, earning \$1,310. There was positive feedback from participants. Planning will begin much earlier in the year. 4. Invitations have been sent to employees and volunteers for the Holiday gathering on December 14, 2016 at 4:00 pm. The Board is hosing this gathering The volunteer gifts, small journals have been ordered. 5. The library received a \$500 donation this month. The \$3,200 appropriation from the Friends has been received. 6. The Haddam Bulletin proposes to have an article featuring the library in the February issue.

President's report: no formal report

Building/Grounds: 1. There is a capital improvement committee meeting tomorrow.

Budget/Finance: 1. To comply with the Library's current investment policy, the committee at a meeting on 11-21-2016 initiated the rebalancing of the portfolio to achieve a proportion of 75% equities, 25% bonds and 0% money market, proceeding along the lines of a proposal from Merrill Lynch. The rebalance will proceed carefully and is expected to be concluded by the end of the calendar year.

Development/Planning: There was discussion on possible fund raising activities. Plan is to try the Golf in the Library again next year-possibly in September. The advisory sub-committee is looking at potential interior improvements for the library. There has been a meeting with one company and possible meeting soon with another. A proposal for painting the library interior has been received.

Friends of the Library: There was discussion about the relationship between the library and the Friends regarding the non-profit status. Tom will discuss this situation with the Friends at their next meeting. Personnel/policy will also explore the status of this relationship and propose changes in the status.

Personnel/policy: 1. The job descriptions are being updated. 2. The staff now have 4 paid holidays, Christmas, New Years, Thanksgiving and 4<sup>th</sup> of July. Motion was made that if the holiday falls on Sunday, the library will be closed on Monday. Marijean/Raul 3. Discussion on the method of choosing trustees. This needs more work. 4. The amended Certificate of Incorporation and the By-laws were presented. Discussion on the potential changes occurred. The vote to approve changes will be made at a later meeting.

Nominating: 1. The committee recommends Stephanie Denkowicz for a three-year term on the Board of Trustee. Motion to approve this recommendation made, Raul/Carl unanimous The First Selectman will be notified. 2. The resignations of Jim Simpson and Paul Geraghty were accepted with regret.

New Business: 1. Discussion regarding the possibility of storing minutes of committees at the library was discussed. The minutes need to be available for review by Trustees but are not required to be public record since the committees are only advisory or execute actions decided by the Board. It was noted the proposed By-laws provide that the committees should have 4 members or less. When there are 5 or members of the Board at a meeting it constitutes a quorum which makes the meeting subject to all the cumbersome requirements of the CT FOIA. Tom will arrange for a place to store committee information. 2. The secretary will send the meeting dates for the coming year and the agenda format to the Town Clerk for the town record.

Meeting adjourned at 9:50 pm. Next meeting will be January 24, 2017.

Respectfully submitted,

Virginia L. Evensen. Secretary

Approved 1-24-2017