

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

3-22-2016

PRESENT: Marijean Conrad, Raul deBrigard, Virginia Evensen, Paul Geraghty, Mike Jordan, Mary Karkutt-Kulak, Tom Piezzo, BJ Noonan, James Simpson

ABSENT: Liz Anderson-away, Jamie Beckman-called, Pam Crum-called

Meeting called to order at 7:00 pm. by president, Raul deBrigard

Public comment: None

Review of agenda: Approved as presented, Jim/BJ

Secretary's report: Approved as presented Paul/BJ

Treasurer's report: Current final reports are not available tonight. Discussion has begun with Merrill Lynch regarding the Library investments.

Comptroller's report: \$24,392 in the checking account as of 3-22-2016 Paperwork has been filed on behalf of the library with the Secretary of State.

President's report: 1. Welcome to Tom as the library director 2. attended the Board of Finance meeting. There are questions about our expenses. Plan is to meet with the selectmen to review the library by-laws and incorporation papers.

Director's report: 1. Additional donation of \$50 for the annual campaign. 2. The library has received a \$250 donation toward the expenses for Agricultural Day on 5/14/2016. 2. I have explored different sources of electricity and found the People's energy offers a lower 1 year fixed rate. Board approved changing source of electricity. 3. It is suggested that the library join the Middlesex Chamber of Commerce. Approved by the Board of Trustees 4. I would like to discontinue the post office box. This would save \$144/yr. Approved by Board of Trustees 5. I have registered the library for a two month free trial of Constant Contact email marketing. Will decide in 2 months this benefits the library. The yearly fee for non-profit membership is \$336. It is possible to send to up to 2500 addresses. 6. The existing library book delivery system is changing. They would like to be able to deliver and pick up after hours. They will need alarm code and key. Discussion with board-will decide next month.

Executive session: 7:45 pm to 7:55 pm re: health care issues for Director.

Building/grounds: 1. The shed has been set up and is being used. 2. We have not yet received the new lease for 916 Saybrook Road but it should be available by next month. 3. The internal roof drains on the south side of the building have been inspected and are working properly.

4. Looking to local contractors for opinions on how to resolve the driveway issues for the back of the property.

Budget/finance: 1. our endowment portfolio has been reviewed with Merrill-Lynch. 2. We should consider financial management services to rebalance our accounts. 3. The treasurer has met with Bruce Ricker and Betsy Clifford. 4. The finance committee needs to meet before the next meeting. We will be looking to get updated paperwork. A paper trail report needs to be prepared to establish proper procedures to manage the library assets.

Development/planning: 1. Letters are being sent to vendors from the Taste of Haddam event stating that we will not be having the event this year. 2. The gathering to introduce Tom to the community was a success. 3. The committee will need to explore another type of fund raising event for the spring and early summer.

Friends of the Library: no report

Personnel/policy: 1. the new web page needs to have the library policies added. 2. The personnel book is not yet ready for approval.

Nominating: 1. The people whose term is expiring have been asked if they will continue to serve. 2. Committee will meet before the next meeting to set a potential slate of officers and members for the next year.

New business: none

Meeting adjourned at 9:05 pm. The next meeting will be April 26, 2016 at 7:00 pm

Respectfully submitted,

Virginia L. Evensen, secretary

Approved as presented 4-26-2016