

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

4-26-2016

PRESENT: Liz Anderson, Marijean Conrad, Pam Crum, Raul deBrigard, Virginia Evensen, Mary Karkutt-Kulak, BJ Noonan, Tom Piezzo, James Simpson

ABSENT: Jamie Beckman, called, Paul Geraghty, Mike Jordan

Meeting called to order at 7:06 pm by Raul deBrigard, president

Public Comment: None

Agenda approved as presented.

Secretary's report: Approved as presented Jim/Marijean

Treasurer's report: Meeting with Merrill/Lynch has occurred. Possibility of making changes in the library's portfolio was discussed. The paperwork with this company needs to be updated. If we are to change financial advisors, now would be the time to explore other providers. Betsy Clifford, the former treasurer is willing to be a consultant with us.

The president, Raul deBrigard has requested a written monthly summary of the status of the budget expenses. Tom stated that he receives a monthly status summary from his assistant.

Spoke with a CPA firm regarding need for an audit. The recommendation was made that an in-house procedure should be sufficient.

Comptroller's report: The balance in the check book as of today is \$30,735. The bills have been paid.

Director's report: Written report presented. 1. The library has joined the Middlesex Chamber of Commerce. 2. The library has enrolled in Constant Contact. This program allows for broad cast emails. Staff is being in-serviced on the procedure. 3. Ana Morales, a new substitute assistant has been hired. 4. The Agriculture Day program planning is in its final stages. 5. The switch to Peoples Energy has been made. I will monitor closely the status of this change. 6. White pages phone listing has been canceled-saving \$260/year. 7. Persistent problems with deliverIT driver state-wide.

President's report: Written report presented. 1. Met with the Selectmen. There was discussion about the library's capital campaign. We walked around the library property. Final suggestion was that the library will pay for the engineering evaluation and the Town will assist with construction. A group could be formed to explore funding possibilities. Tom has information on Library construction grants. 2. It was noted that the By-laws are not yet on the web page.

Building/grounds: no report

Budget/finance: Covered previously

Development/planning: Written report presented. There was discussion on possible fund raising activities for the fall. We will look into doing a Haddam Neck Fair project.

Friends: no report

Personnel/policy: Plan is to finalize employee handbook by June.

Nominating: Working on the slate of officers. Question asked that is it possible that spouses can be on the library board? Should we have a liaison from the town?

New business: none

Meeting adjourned at 8:50 pm. Next meeting May 24, 2016 at 7:00 pm

Respectfully submitted:

Virginia L. Evensen, secretary

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