

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

5-23-2017

Present: Liz Anderson, Carl Conrad, Marijean Conrad, Pam Crum, Virginia Evensen, Stephanie Denkowicz, Mary Karkutt-Kulak, Sharon Kapitulik, BJ Noonan, Tom Piezzo

Absent: Raul deBrigard-on vacation

Meeting called to order at 7:05 pm by Marijean Conrad-President Raul deBrigard was on vacation

Public Comment: None

Agenda: Approved as presented. Liz/Carl

Secretary's report: Minutes of the 4-25-2017 meeting presented. Approved Liz/Stephanie

Director's report-written report submitted. 1 Fiber installation is in progress. Site preparation is completed. DSL has been disconnected and switched to a cable. There is a delay in completing the project. 2. Reading2Connect training for a special collection for patrons with dementia has been completed and will begin using next month. 3. The Middlesex Chamber of Commerce event on 5-12-2017 offered opportunities for networking. Spoke with someone from the Rockfall Foundation in Middlefield. They offer grants for local activities. 4. Ag Day was a successful event in spite of the initial rainy morning. 5. The tri-fold mailer prepared by Young's Printing in Middletown should go out within the week. 6. The Haddam conservation and development plan has been submitted to the Town Planner. 7. During the last 12 months adult program attendance has increased 43%, public meetings increased 25%, use of Zinio digital magazines has increased 45%, the volunteer hours have increased 14%. Overall circulation has decreased 5% (LION average 6.5%). More people are using the library. Circulation is affected by the change in the inter-library loan process-it is slow-books sit for days in libraries.

President's report: None

Budget/finance: The town has approved the budget for \$345,156. The town has allowed the money remaining in the floor project fund to be redirected to be used to replace the furnace.

Building/grounds: 1. It was approved by the town to have a civil engineer evaluate the property to establish a plan to relocate the driveway to the 916 Saybrook Road property. There was discussion about placement of the driveway. 2. The butterfly garden project is completed. It is beautiful

Development/planning: Written report submitted. 1. Reviewed the plan for mailings to the community. (Friends in February, town wide in May, Golf in the Library in September, target mailing in December) 2. Ice cream social will be 8/2/2017-the Board act as hosts

Renovation subcommittee: Reviewed the proposal by Fellner Associates Architects. Motion made to approve up to \$25,000 from next year's budget to contract with Fellner Associates to

develop this plan including changing the front entry area and removing the existing staircases.
Vote was unanimous

Friends of the Library: Meeting with Friends and the several Trustees occurred this month. Review of the organization and its relationship to the Trustees was discussed. The plan is that the Friends would become a committee of the Board. The Friends would then be covered by the Board liability insurance. The Board would manage their funds. There will be a vote this month by the Friends on making this change. There is a plan to have a Friends member join the Board of Trustees.

Personnel/policy: 1. The Certificate of Incorporation was reviewed as presented. Motion: Resolved that the Amended and Restated Certificate of Incorporation of Brainerd Memorial Library Association, Inc in the form reviewed by the Board be presented for adoption at the next meeting of the Board. Carl/Liz unanimous

2. The By-laws were distributed and reviewed. All changes were discussed. Motion: Resolved that the Amended and Restated By-laws of the Brainerd Memorial Library Association, Inc. in the form reviewed and amended by the Board be presented for adoption at the next meeting of the Board. Carl/Pam unanimous

Nomination: Slate of officers for the coming year presented-Raul deBrigard, president, Marijean Conrad, vice president, Virginia Evensen, secretary, Mary Karkutt-Kulak treasurer, Carl Conrad, comptroller. Motion made to accept the slate of officers as presented effective 7-1-2017 Pam/Stephanie unanimous The names of three potential new Board member were stated. These people will be invited to the next Board meeting

New business: 1. The Building and grounds committee will meet to review the Department of Transportation issue of locating the driveways before the next meeting.

Meeting adjourned at 9:00 pm Next meeting will be June 27, 2017 at 7:00 pm

Respectfully submitted,

Virginia L. Evensen, secretary

Approved as amended-6-27-2017

