

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

6-27-2017

PRESENT: Liz Anderson, Carl Conrad, Marijean Conrad, Cheryl Czuba, Raul deBrigard, Virginia Evensen, Stephanie Denkowicz, Mary Karkutt-Kulak, Sharon Kapitulik, Tom Piezzo, Myra Aranow, BJ Noonan

ABSENT: Pam Crum, Jim Ziobro, out of state

Meeting called to order at 7:02 pm by Raul deBrigard, president

Public Comment: none

Review of Agenda: The order of business needs to be adjusted:

- A. Action on the approving the bylaws and the articles of incorporation to be first on the agenda.
- B. Approval of the officers and board for the coming year to be second on the agenda.

Marijean/Raul unanimous

Motion 1: The Articles of Incorporation be approved as presented. Sharon/Carl unanimous.

Motion 2: The Bylaws be approved as presented. Marijean/Carl yes 11 no 1

Stephanie will file the Certificate of Incorporation. The library director will be listed as the agent for service of process. These documents will be on the web site.

Nominating committee: 1. Slate of Officers-Raul deBrigard, president, Marijean Conrad, vice president Virginia Evensen, secretary, Mary Karkutt-Kulak, treasurer, Carl Conrad, comptroller. Motion to approve as presented-Stephanie/Sharon- unanimous 2. New board members, Cheryl Czuba, Myra Aranow, Rev. Jim Ziobro to be approved as presented. Marijean/Liz- unanimous. They will begin serving a three-year term in July, 2017.

Secretary's report: Minutes of the 5-23-2017 meeting approved with one correction. Carl/Raul

Director's report: written report presented. 1. Staff changes noted. 2. Haddam Garden Club has delayed planting the white oak because town clearance has not been approved. 3. Butterfly garden is thriving. 4. The Town-wide annual appeal has received \$1,837.51 as of last week. 5. BML Little Free Libraries are to be constructed and set up in Higganum, Tylerville, and Haddam Neck in partnership with the Higganum Vision Group.

President's report: none

Budget/Finance: 1. The cash management policy was presented and reviewed. This policy streamlines the process of moving monies. This process will be helpful when an audit occurs. Motion made to approve the policy as presented, Raul/Stephanie unanimous.

2. The Friends two bank accounts will be closed and the monies moved to the special fund raiser account. The Friends will request money from the Board of Trustees.

3. The Finance committee has three members at this time. There would be a place for a fourth member, perhaps someone not on the Board of Trustees

Building/Grounds: written report 1. Architect George Fellner will provide the drawings needed for the State Library Construction Grant application. The application must be submitted between 7/1/2017 and 9/1/2017. 2. The grant application requires the Board secretary to sign consent for the application. This letter was signed tonight. 3. Spoke with the Town Planner regarding the plans for the property. Scheduled to meet on 7/27/2017 with the Zoning Board of Appeals and on 8/3/2017 with the Planning and Zoning Committee 4. The library passed the annual safety inspection by the Fire Marshall but we have not received the appropriate letter as of this date.

Planning/Development: written report 1. Reviewed the recent annual appeal response. 2. The Friends will become a new committee of the Board of Trustees and will work with planning and development on fundraising. 3. Plans for the Links in the Library on September 16, 2017 are progressing. The sponsor for the hole will be \$100-hoping to get more sponsors this year. 4. The committee has discussed approaching the Brainerd Family Association for the capital campaign.

Friends of the Library: 1. Annual membership drive raised \$2540. 2. The Friends sponsored the spring Community sing in conjunction with the Senior Center. 3. Sale of T-shirts, book bags and books continues. 4. The Friends have ordered a new double-sided sign for the book sale from Youngs Printing in Middletown.

Personnel/Policy: written report 1. The library will be open 1 additional hour on Friday night during the summer at the request of the Director 2. Discussion with the Director on the roles of each employee. 3. Discussion about salaries for all the staff members.

Motion made that all staff should receive 2% salary adjustment. Raul/Carl unanimous

Executive session 9:00 pm to 9:15 pm.

Motion made to approved salary for the director as presented. Carl/Stephanie yes 10 no 1

No unfinished or new business presented.

Meeting adjourned at 9:20 pm. Next meeting will be August 22, 2017 7:00 pm.

Respectfully submitted:

Virginia L. Evensen, secretary

Approved as amended 8-22-2017