

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

August 22, 2017

PRESENT: Liz Anderson, Carl Conrad, Marijean Conrad, David Costa, Pam Crum, Cheryl Czuba, Raul deBrigard, Virginia Evensen, Stephanie Denkowicz, Sharon Kapitulik, Tom Piezzo, Myra Aronow,

ABSENT: Rev. Jim Ziobro, out of state, Mary Karkutt-Kulak

Meeting called to order at 7:03pm by President Raul deBrigard

Agenda to be modified: A. Nominating committee will report. B. Voting on new member of Board of Trustees. Changes accepted Raul/Marijean

Nominating Committee: A. Recommended that David Costa be approved as a member of the Board of Trustees for a three-year term beginning 8-2017. He has experience in finance and in building and grounds. B. Vote to approve David Costa as a trustee. Carl/Stephanie unanimous

President's report: The list of trustee's committees for the coming year and board assignments was presented. Approved as presented. Committee chairs: Finance-Carl Conrad, Building and grounds-to be determined, Friends of the Library-Cheryl Czuba, Development and planning-Virginia Evensen, Personnel and policy- Marijean Conrad, Nominating-Pam Crum

Director's report: 1. The fiber internet connection installation expected to be completed and in service by the end of the month. 2. The State Library Construction Grant application was filed this afternoon. The cost estimate from the civil engineer and any additional data must be received and submitted by September 15, 2017. 3. Reading2Connect is proving to be successful. Connection has been made with the Haddam Agency on Aging representative. Five staff members and volunteers have been trained. 4. There have been eight applications for the Children's Library Assistant to date. Target date for person to start in 10/1/2017. 5. A community-wide retirement party for Pat Coleman will be held at the end of September. 6. The driveway project moving along slowly. The plan is to attend the Zoning Board of Appeals in 8/30/2017. With their approval will go the Planning and Zoning Committee. The plan is to complete the project whether or not the grant is approved.

Finance Committee: Five charts were presented. The 2017 fiscal year Balance Sheet and Profit and Loss statements were explained. The 5-year overview of the Merrill Lynch account was discussed. The tax return from Mahoney & Sabol was reviewed. Motion made to accept the tax return for 2017 fiscal year as presented. Carl/Raul unanimous A review of State recommended Best Practices for libraries determined that the Board meets all essential level standards except that the library needs to develop a strategic plan. Strategic plans of other libraries need to be explored. The Finance Committee will work with the Library Director to recommend the best approach for the library. This will be discussed at a future Board meeting. The committee reported that they had diversified the investment portfolio by moving \$1M from the Merrill Lynch account to a newly opened Vanguard account, where it will be invested in 2 highly rated 50% to 70% equities allocation funds.

Building/grounds: no report

Development/planning: Written report presented. Working on plans for Links in the Library. The entire board was invited to the last meeting-list of sponsors and donors was reviewed. Each person has contacts to make

Friends of the Library: Written report presented. The shed has been open for patrons this summer. There is a locked box for payment in the shed. The Friends are working on an updated brochure for 2018 which they would like to send out in mid-winter. Teen interns and Friends work regularly on sorting and shelving books.

Personnel/policy: The committee will begin to work on benefits for employees. The committee will work with Cheryl Czuba to propose the by-law revision naming the Friends as a permanent committee on the Board of Trustees. They will also review other aspects of Article V(commitees) of the Bylaws to incorporate changes that reflect the current practices and procedures.

Renovation Committee: The Architect will come to the next meeting to present the plan for improvements in the library.

Unfinished business: Discussion on meeting date for November/December. It was suggested that the last Board meeting of the calendar year be on November 28, 2016.

Meeting adjourned at 8:45 pm, Next meeting Tuesday, 9/26/2017 7:00 pm

Respectfully submitted,

Virginia Evensen, secretary

Minutes approved as presented-9-26-2017