

BRAINERD MEMORIAL LIBRARY TRUSTEES

8-23-2016

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

ABSENT: Paul Geraghty

Meeting called to order at 7:05 pm by Raul deBrigard, president

Agenda approved as presented.

Secretary's report: Approved as presented BJ/Jim

Treasurer's report: Written summary presented. There was an explanation by Raul deBrigard and Mary Karkutt-Kulak. It was noted that donations were slightly higher than expected. There was discussion on the format for presentation of financial issues. This will be explored in a Budget/finance committee meeting in September and the format will be presented at the next meeting.

Comptroller's report: The balance in the checking account as of today is \$69,652.00. The proceeds of the recently cashed CD, \$37,000, is in this account. There was discussion about how to manage this money. The Board approved moving the \$37,000 to savings temporarily. The Budget/finance committee will present at the next meeting how this money will be used.

Director's report: 1. The Monday Opening Ceremony is September 12, 2016 at 1:00 pm. Invitations will be sent, trustees are encouraged to attend and to bring cookies. There will be a ribbon cutting. 2. Thank you to you all for helping with the ice cream social. 3. There is a need to have a substitute custodian. The Town Hall custodian is interested in this. Board approved finding a substitute custodian. 4. The Annual report is ready to be sent to the town. This will be done tomorrow. 5. Construction grant applications will be submitted for improvement for handicapped access and improved access to parking. 6. There is a Middlesex Community Foundation grant in process-\$1000 for adults programming 7. The infrastructure grant for fiber installation and construction has been approved-approximately \$16,000. This will improve internet speed.

President's Report: 1. The Board list will be distributed by email for correction of address, phone number, etc. Please send back corrections. 2. Committee assignments list will be sent to each trustee-please sign up for two committees. 3. There needs to be at least two people on the alarm company list-Carl Conrad and Mike are on the list now.

Building/grounds: Mike reported that he has met with two companies regarding the engineering quotes for the handicapped access and driveway and for redrawing property line. The existing

surveys will be useable. Mike has heard from Jacobson Company-\$25,000 is the cost of engineering evaluation and \$1700 for redrawing the property line. We have not heard from the second company. Report will be made at the next meeting.

Budget/Finance: no additional report

Friends of the Library: no report

Development/planning: 1. A major fund raising event, Golf in the Library-November 5, 2016- there will be two sessions, in afternoon for families-in the evening for adults. Board will need to help in getting sponsors. 2. Open house on Friday, October 14, 2016 from 7:00pm to 8:30pm for people who contributed to the annual campaign. There will be refreshments and presentations in the library. 3. The Touch a Truck will be postponed because the Haddam River Days is planning one on the same day. Tom will contact the Haddam River Days committee to see if the library can participate in it. 4. The Annual campaign plans were explained by Jim. He distributed a sample letter. Thank you for bringing in the lists of new names. We will try writing personal notes on letters this year.

Personnel/policy 1. The new employee handbook had been distributed prior to the meeting. A. Vote to accept the handbook as presented-Carl/ BJ vote unanimous B. Vote that this book replace previous books. Carl/Pam unanimous 2. The committee will work on a volunteer policy sheet in September. 3. Vote to go to executive session. 9:10 pm-to 9:20 pm Motion made to end the probation period for Tom Piezzo, the library director and he will continue as Library director until 6/30/2017 as explained in the letter of hiring. Liz/Marijean unanimous Tom was congratulated for his exceptional work.

Nominating; 1.Two new trustees, Carl Conrad and Sharon Kapitulik have joined the Board of Trustees.

New Business: 1. Marijean has suggested that a committee be formed to explore new ideas for the library environment. This met with the approval of the group. This sub-committee will be under development/planning. Marijean will chair this sub-committee.

Meeting adjourned at 9:30 pm. The next meeting will be 9/27/2016 at 7:00 pm

Respectfully submitted:

Virginia L. Evensen, secretary

Approved as amended-9-27-2016

