

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

9-26-2017

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

ABSENT: Jim Ziobro

Meeting called to order at 7:00 pm by Raul deBrigard, president

Public comment: None

Review of agenda: Motion made to move the presentation by the architect, George Fellner, to the beginning of the meeting. Marijean/Carl unanimous.

Presentation by the architect of a proposed master plan for the library. Interesting and informative presentation with discussion. A committee will need to be formed to develop and proceed with a capital fundraising campaign.

Director's report: 1. Links in the Library update: Approximately 150 people participated during the day and at the evening ticketed event. Silent auction raised \$915, the gate \$369, and the hole sponsors \$2400. 2. Pat Coleman's retirement party is on Wednesday, 9-27-2017. 3. Kelly Moore, the children's assistant librarian will start on 10-2-2017. 4. Inter-LION library materials delivery service began last week. The service will be paid by LION reserves in FY 17/18. Starting in FY 18/19 Brainerd Library will be billed \$1440/year for the service. 5. The State Library requires a letter affirming "reasonable assurance that local funds are available within one year and (project will) initiate after 18 months." The Board is authorized to sign a letter that the funds will be available as required. Carl/Pam.

President's report: 1. Discussion with the first Selectman, Liz Milardo, regarding town funding for the library project. 2. The 5-year capital plan is being developed. The library plans need to be made known including plans for the inside renovations in the next fiscal year 7/1/2018. 4. David Costa has submitted his resignation from the Board with regrets.

Budget/Finance: no report

Building/grounds: 1. Met with landscape consultants to explore positioning of driveway and parking north of the library. Discussed the lighting, number of parking spaces, surface materials and the property plan for 216 Saybrook Rd property. There will be a drive-up book drop in this new area.

Planning/Development: 1. The recent meeting focused on the plans for Links in the Library.

Friends of the Library: 1. The annual membership brochure has been developed. 2. The book sales in the shed will continue through September. The shed will be cleaned out in October and books will be sold to Thrift Books Global. 3. Craft and quilting books will be on special sale in September and October.

Personnel/Policy: 1. Will meet next month. 2. A new children's librarian has been hired to replace Pat Coleman who is retiring.

New Business: 1. Stephanie informed the Board that as of September 26, 2017, the Amendment of the Certificate of Incorporation had not yet been posted to the Secretary of State's website however the check for the filing fee of \$20 has been cashed by the Secretary of State's office in August. She will continue to monitor the status of the filing and advise the Board when it is posted.

Motion to adjourn at 8:50 pm Stephanie/Marijean

Next meeting will be October 24, 2017 7:00 pm

Respectively submitted:

Virginia Evensen, secretary

Approved with one correction-10-24-2016