

BRAINERD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

11-28-2017

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

ABSENT: Sharon Kapitulik, called. Jim Ziobrio

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

Public Comment: none

Agenda change: Vote inviting Lynne Cooper to join the Board of Trustees. She was introduced to the Board at the last meeting. Motion made invite Lynne Cooper to join the Board of Trustees for a three-year term. Marijean/Mary unanimous

Minutes of the 10-24-2017 meeting were approved with one spelling correction. Stephanie/Pam unanimous

Director's report: written report submitted-1. Positive response for the donor reception. 2. Should we send out an appeal letter at the end of the year? Myra suggested that a directed appeal would be appropriate. The letter should be somewhat personal and go out in the next couple weeks. Tom will send a draft of the letter to the Board. 3. Website is being updated to showcase the proposed construction plans. 4. The children's department is drawing large and engaged attendees. 5. The staff and volunteer holiday party will be 12-13-2017 at 4:00 pm. Staff will receive a monetary gift. There was discussion about gifts for the Friends volunteers because they are now a standing committee on the Board of Trustees. Motion: To give, for the last time, a small gift to the Friends volunteers as they were only a board committee for a few months. 7 yes, 1 no, 1 abstain 6. Capital campaign should be launched soon. The Development Committee needs to set up this additional committee-will plan to have a consultant speak to the committee on January 8, 2018. The entire Board will be invited to this meeting.

President's report: 1. Celebrate the approval for the Library Grant for Construction. Great job, Tom. 2. The budget needs to be set by 12-18-2017. Discussion on how to obtain Board approval before this date. Agreed to set a special meeting for December 13, 2017 at 5:30pm. A notice of the special meeting will be sent to the Town and placed on the website. There was an extended discussion on the process of setting the budget.

Budget/Finance: 1. The budget for the 2018/2019 year is in the process. 2. Discussion on the plan to begin a capital campaign-who should be on the committee. Agreed that a special sub-committee would be appropriate. 3. Discussion on how the grant money is distributed. 4. Suggestion was made that the tenant of 916 Saybrook Road should be apprised that there will be changes in the driveway and that always be left accessible for him. Raul will call him.

Building/grounds: Review of the boiler replacement project. A written report was distributed prior to the meeting. Awaiting a second bid Motion: The Board authorized spending no more than \$27,250 for the new boiler system. Cheryl/Stephanie unanimous This project needs to be completed very soon.

Development/Planning: No report. Will meet on January 8, 2018.

Renovation Committee: The Board allowed \$25,000 for planning the inside renovation. The committee has only used a portion of this money. They would to reserve a small portion of the remaining \$18,000 to purchase display pictures that can be used for fundraising and publicity.

Friends of the Library: written report presented. 1. Tom will be sharing information of the plans for the library at the November 30, 2017 meeting. 2. Members of the Brainerd family visited recently. 3. The lock box has been installed in the Book Nook for payment of books. 4. The brochure will be mailed in late February/early March.

Personnel/Policy: 1. Staffing of the library is appropriate at this time. People's jobs have been resigned and reorganized. This is working well. 2. The next committee meeting will be 12-4-2017 at 3:00 pm. 3. Discussion of the Bylaw changes needs to be postponed until the next board meeting.

New Business: Lynne presented her information on developing a strategic plan. A written presentation is available. This will be discussed at the next meeting. Motion: A new special committee needs to be formed to develop a strategic plan. Stephanie/Carl unanimous Lynne will be the chairman, Mary will be on committee. Plan to recruit a staff person and people from town to work on this project.

Meeting adjourned at 9:15 pm Next meeting will be the special meeting on December 13, 2017 at 5:30 pm. The next regular meeting will be January 23, 2018 at 7:00 pm.

Respectfully submitted:

Virginia L. Evensen, secretary

Approved with one correction 1-23-2018