

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

5-1-2018

PRESENT: Liz Anderson, Carl Conrad, Marijean Conrad, Lynne Cooper, Cheryl Czuba, Raul deBrigard, Virginia Evensen, Stephanie Denkowicz, Myra Aronow, Alma Zyko

ABSENT: Pam Crum, excused, Mary Karkutt-Kulak, excused, Lorraine Reiss, excused, Tom Piezzo, excused

Meeting called to order at 7:03 pm, by Raul deBrigard, president.

PUBLIC COMMENT: none

AGENDA REVIEW: President requested that the building/grounds report and interior plans committee reports be presented first. Raul/Stephanie approved.

SECRETARY'S REPORT: Minutes of the 3/36/2018 meeting were approved Myra/Cheryl

INTERIOR PLANS COMMITTEE: Presentation of new plans for the handicapped entrance, lower level interior entrance and ADA compliant bathrooms. Discussion about eliminating proposed exterior entrance directly into the children's area. Motion: 1. The Trustees will contract with Whitney Huber as the new architect. He will create architectural drawings to refurbish both the upstairs and the downstairs spaces in the library, draw a proposal for the exterior door at the lower level of the library, prepare detailed drawings for the downstairs entry hall and provide architectural renderings for 4 library rooms. Raul/Myra approved. 2. The trustees approved the revised plans for the handicapped entrance and the changes to the interior floor plan as presented. Raul/Myra approved.

BUILDING/GROUNDS: Estimated cost of project changes was presented by Carl Conrad. Reviewed the cost of the original plans and the cost of the new plan ideas. Motion: The amount of money previously approved for the project be increased by \$10000 to cover the project changes. Lynne/Liz approved. The project will be divided into three parts-(a) parking lot, walkway, electrical work and exterior grounds (b) interior building construction for new doorway, hall and bathrooms (c) fencing and landscaping Parts a. and b. will be prepared for bidding through coordination of Roger Nemergut (a) and Whitney Huber (b) Part (c) will be completed independently through the Building/grounds committee.

PRESIDENT'S REPORT: Noted changes in facilities at the Senior Center. Discussed the need presenting our new plans to the state once the ideas are finalized. Brief discussion on the procedure for changing architects.

DIRECTOR'S REPORT: Written report presented. Director was ill. 1. BML is starting a seed library. Patrons will "return" seeds" at the end of the growing season. 2. The library will participate in the town-wide tag sale. 3. The attendance of for the children's story time has increased 400% this year. 4. There is an Eagle Scout story board project nearly completed.

BUDGET/FINANCE: Written report presented and reviewed. Good performance to this point in the year. We have not yet received information on the value of the 916 Saybrook Road property.

DEVELOPMENT/PLANNING: Written report. Meeting with Gloria Gorton regarding capital campaigns occurred on 4/9/2018

LIBRARY FRIENDS: Written report: We have received just over \$3000 from our March/April fund raising appeal. Friends will participate in the Town Wide tag sale. The Friends have asked the library staff to make a wish-list.

STRATEGIC PLAN: Written report presented. Plan reviewed.

PERSONNEL/POLICY: Meeting planned for next week.

NOMINATING:1. Alma Zyko has agreed to be secretary next year. 2. Will contact Emily Smith regarding returning to the Board of Trustees.

OLD BUSINESS: 1. Stephanie reported that the Certificate of Incorporation had not been approved. Additional technical changes need to be made in the wording. Motion: Stephanie will contact the Secretary of State to make appropriate technical changes. Raul/Lynne

Meeting adjourned at 8:45 pm. The next meeting is scheduled for May 22, 2018 7:00 pm

Respectfully submitted:

Virginia L. Evensen, Secretary

Approved as presented 5-22-2018

