

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

May 22, 2018

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

ABENT: Stephanie Denkowicz, excused, Alma Zyko, excused, Lorraine Reiss, excused

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

Public Comment: none

Review of agenda: approved as presented. Carl/Marijean

Secretary's report: Minutes of the May 1, 2018 meeting were approved as presented Carl/Cheryl

Director's report: written report 1. WiFi hotspot available to borrow. 2. The Little Free Libraries are nearing completion 3. The NAA application for the LED upgrade has been submitted to the town. 4. The story walk, an Eagle Scout project has been completed and will be on display on Ag Day, 6-9-2019.

President's report: none

Budget/finance: no report

Building/grounds: written report 1. Whitney Huber is the new architect working on the exterior portion of the building project. The updated drawings will be made available to the committee via email. 2. 916 Saybrook Road property-The town is not interested in purchasing the property. Carol O'Hare has agreed to provide a pro-bono market assessment of the property. 3. Tom will assess the cost and appropriate parameters for a stand-by generator to protect the library water system in the event of a prolonged power outage.

Development/planning: written report 1. Discussion about future mailings to town citizens. It was proposed that we do a town wide mailing in early fall-a donor reception in the early spring - a targeted mailing in May, 2019. There was discussion and exact plan needs further work. 2. Suggestion was made that we name categories of donations and this be published in our mailings. 3. Date for Ice Cream Social which the Board of Trustees hosts in the summer at the end of the reading program will be 8/15/2018 or 8/16/2018. Trustees asked to please plan to participate 4. The Friends are planning a large book sale on 9/22/2018. Suggestion was made that the Trustees plan a fund-raising activity i.e. selling hot dogs as a part of this event. This will be discussed at the next meeting.

Strategic Plan: written report 1. There will be a survey of the stake holders by email-the list of people to be contacted will be given to each trustee to update who will be surveyed. The survey will be done the first week in June.

Friends of the Library: written report 1. The Friends participated in the Town-wide tag sale with success. 2. Friends will sell books at Ag Day. 3. Friends will have a Giant Book Sale on 9-22-2018. 4. Donations are still coming from the March fund-raising flyer.

Personnel/policy: written report 1. The new computer use policy was presented. It is the updated version of several earlier policies. Motion made to accept the policy as presented. Carl/Myra unanimous 2. Discussion on a way to review potential candidates for the Board of Trustees.

Nominating: 1. Potential slate of officers and committee assignments for the 2018-2019 year was presented. This will be voted on next meeting. 2. A plan for notifying the active board members of potential new board members was presented. There was much discussion on the procedure and the process. Motion: The names of new potential board members will be presented to the board for consideration Myra/Lynne 9 yea 1 nay an additional motion made that if the person is rejected that the board be informed. Carl/Mary 2 yea 7 nay

New Business: none

Meeting adjourned at 9:35 pm. Next meeting June 26, 2018 7:00 pm at the library

Respectfully submitted:

Virginia L. Evensen, secretary

Approved as presented 6-26-2018