

# **BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES**

January 23, 2024  
7 P.M. Zoom Meeting

**VIA ZOOM:** Susan Thompson, Terry Smith, Lorraine Riess, Terry Twigg, Margaret Adams, David Neal, Pam Crum, Kaycee Blancaflor, Marijean Conrad, Lynne Cooper, Mary Karkutt-Kulak, Deb Rutter

The meeting was called to order at 7:05 P.M. by President Terry Twigg

## **PUBLIC COMMENT**

None.

## **REVIEW OF AGENDA**

As we have reached a critical situation regarding our Grant, President Twigg asked for questions on written Committee reports (attached). As there were none, she reported on the construction and grant delays.

## **INTERIOR RENOVATION**

### ***Grant Receipt & Construction Delay***

#### *One Year Extension*

Terry Twigg updated the Board regarding communications with Ms LaValle, Director of the Division of Library Development (DLD). The key headline is that Ms LaValle is recommending we apply for a Grant extension of one year beginning February 23, 2024, when the current Grant timeline expires, or the current \$675k Grant will be forfeited. This is the final extension allowed.

#### *Amount of Grant*

Ms LaValle also indicated that the existing Grant of \$675k will be amended to include the additional State Bond Award of \$380k.

#### *Approved Signatory*

Ms LaValle also stated that the person who signed the original Grant paperwork must be the same person who signs all ensuing documents until the project is complete. In the following discussion, Ms. LaValle stated that since Tom Piezzo, our original Grant signatory, has resigned, the new signatory must be the new Library

Director. In addition, she states, this individual must have completed the Grant administration training. (**Note:** The next training session is sometime in the Spring with a date not yet confirmed.)

Once a new signatory is named, according to Ms LaValle, the “Timeline & Guidelines” provide that the approved individual will be responsible for signing all contracts, approving all bills, and signing requests for reimbursement from the DLD for the duration of the project.

### Next Steps

Ms. LaValle has proposed an in-person meeting on February 5 at her office in Middletown. Some of our meeting objectives are to:

- Ensure Terry Twigg is authorized (per Ms. LaValle) to notify DLD of Tom’s resignation and request a one-year extension on the Grant.
- Confirm a signatory.
- Confirm a clear critical path forward to secure the \$675k Grant and the \$380k Bond.
- Obtain approval for the \$675k Grant extension.
- Clarify administration of the additional \$380k Bond and its restriction status.
- Address any issues that may arise out of the information secured in the meeting.

Prior to the meeting Terry T. will prepare and send a certified letter formally advising Ms. LaValle of Tom Piezzo’s resignation. This communication to Ms. LaValle will also include notice of Board Resolutions noted below. Margaret will coordinate with Robbie the printing of these resolutions on Brainerd Library stationery.

In line with Ms. LaValle’s requests, after a review of the various communications and Grant documents, the Board voted to rescind three resolutions that had been approved on January 18, 2024.

RESOLVED, that the following resolutions adopted on January 18, 2024, are hereby rescinded, and shall have no effect:

*“Resolved that Theresa Anne Twigg, as President of the Board of Trustees of the Brainerd Memorial Library Association, Inc. (the library), is authorized on the library’s behalf to execute a certain contract in the amount of \$1,477,080 with Kronenberger and sons Restoration, LLC, for renovation of the library interior, and a copy of the contract is attached hereto.*

*Resolved, further, that Theresa Anne Twigg, as President of the Board of Trustees, is authorized to execute a certain contract in the amount of \$61,800*

*with W.B. Meyer, Inc., for moving associated with the renovation, and a copy of the contract is attached hereto.*

*Resolved, further, that Theresa Anne Twigg, As President of the Board of Trustees, is authorized to act as the library's representative in communications with the Connecticut State Library Division of Library Development."*

Also, to preserve our rights under the Grant, the Board approved two new Resolutions:

1. RESOLVED, that the President of the Board of Trustees, Theresa Anne Twigg, as President of the Brainerd Memorial Library Association, Inc., is empowered to apply for a State Public Library Construction Grant and to execute and deliver in the name and on behalf of the Brainerd Memorial Library Association, Inc. a certain contract with the Connecticut State Library, State of Connecticut, for a state Public Library Construction Grant.
2. RESOLVED, further, that Theresa Anne Twigg, as President of the Board of Trustees of the Brainerd Memorial Library Association, Inc., is authorized to act as the library's representative in communications with the Connecticut State Library Division of Library Development including but not limited to requesting an extension for the \$675k State Library Grant.

*Associated Business:*

Marijean raised the issue of fair disposal of retired library furnishings/contents to ensure the community has an opportunity to see what is available and bid, if so desired. Deb Rutter took the assignment to work out a process of posting to the public.

Marijean also noted that there are currently five candidates for the Library Director position.

Lynne Cooper initiated a discussion about communication to the library staff and Kronenberger and W. B. Meyer about this delay. Debbie has already advised the staff that timing has slipped, and they may return to their regular duties until otherwise notified. Lorraine will update Amanda of S/PA about the delay and Amanda will, in turn, inform these contractors.

Terry Smith commented that in the event of a delay in the \$675k Grant, that we confirm whether we may secure the \$380k bond funds in calendar 2024.

**SECRETARY'S REPORT:**

- December 4 and January 18 minutes were circulated.

The meeting was adjourned at 8:59 P.M.

The next meeting date is February 27, 2024.

Respectfully submitted:

Margaret Adams, Secretary