

**BRAINERD MEMORIAL LIBRARY
SPECIAL MEETING MINUTES**

February 7, 2024

7 P.M. Zoom

IN ATTENDANCE VIA ZOOM: Terry Twigg, Terry Smith, Margaret Adams, Lorraine Riess, Mary Karkutt-Kulak, Susan Thompson, Lynne Cooper, KayCee Blancaflor, Marijean Conrad, Deb Rutter, Pam Crum

ABSENT: David Neal

The meeting was called to order by Terry Twigg at 7:01 P.M.

This special meeting was called by Terry Twigg to discuss and approve a Certificate of Resolution as follows:

“RESOLVED, that the Interim Director, Deborah Rutter, 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, Inc. a certain contract with the Connecticut State Library, State of Connecticut, for a State Public Library Construction Grant.”

The motion was approved unanimously.

Terry Twigg recapped highlights from the February 5 meeting with Ms. LaValle.

- Pending the above resolution, Ms. LaValle will approve Deb Rutter as signatory with the authority to apply for a one-year extension of the State Library Grant for \$675k. The extension will be formally approved at the March meeting of the State Library Association and would move our construction start date to as late as February 26, 2025.
- The State Bond award of \$380k does not require matching. The 50% match of the \$675 award is based on the original project plan estimate of \$1,350k.
- Ms. LaValle will amend the contract for the State Library Grant of \$675k to include the \$380k State Bond award.
- Ms. LaValle is holding a special training session for grant administration via Zoom on February 20, 2024, at 7 P.M. She encourages all board members to attend. Library employees are also welcome.

There will be a meeting of the Interior Renovation Committee the week to discuss management of the timeline delay and rebidding process.

The meeting was adjourned at 7:12 P.M.

Respectfully submitted,

Margaret Adams