

**BRAINERD MEMORIAL LIBRARY
SPECIAL MEETING MINUTES**

February 20, 2024
7 P.M.

IN ATTENDANCE AT THE LIBRARY: Terry Twigg, Susan Thompson, William Thompson, Lorraine Riess, Deb Rutter, Margaret Adams,

IN ATTENDANCE VIA ZOOM: Lynne Cooper, Mary Karkutt-Kulak, Ms., Dawn LaValle, Ms. Suzanne Kiss, Marissa Lehmacher, Laurie ?, Robbie Marshall, Pam Crum

ABSENT: David Neal, Kaycee Blancaflor, Marijean Conrad, Terry Smith

The meeting was called to order by Terry Twigg at 7:00 P.M.

This special meeting was called by Terry Twigg for Ms. Dawn LaValle to conduct a training session on construction grant administration, "Timeline and Guidelines".

Please note that the full content of the training session is available:

<https://libguides.ctstatelibrary.org/dld/construction/constructiongrants>

Following are a limited number of highlights from the Timeline and Guidelines training session.

- Strict adherence to the guidelines is essential because the DLD is tasked with administering public funds and is subject to a strict annual state audit.
- Updates are to be sent to Ms. Dawn LaValle via email. Ms. LaValle will confirm receipt of all documents within a few days of receiving emails.
- Timelines and Guidelines apply to the entire project spending.
- Ms. LaValle has received a memorandum of agreement from the State Bond Commission confirming our award of \$380k.
- Ms. LaValle will create a new contract incorporating both the \$675k grant and the \$380k grant.
- Ms. LaValle must confirm receipt of our request for an extension of the construction start date. She will confirm the precise start and end dates.
- Deb Rutter has been accepted as our current construction grant signatory.

- Costs for any segment of the project may not exceed 10% of the original budget. Any changes to the original project scope must be approved.
- Three bids must be provided for individual cost components. Final bids must be approved by Ms. LaValle.
- A sign must be erected at the start of construction.
- Our building must remain an Association Library for at least ten years following project completion.

The meeting was adjourned at 8:05 P.M.

Respectfully submitted,

Margaret Adams