

BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES

February 27, 2024
Library and Zoom 7 P.M.

ATTENDING AT THE LIBRARY: Terry Twigg, Lynne Cooper, Lorraine Riess, David Neal, Terry Smith, Susan Thompson, Deb Rutter, Kaycee Blancaflor

VIA ZOOM: Pam Crum, Mary Karkutt-Kulak, Margaret Adams

ABSENT: Marijean Conrad

The meeting was called to order by Terry Twigg at 7:07 P.M.

PUBLIC COMMENT

None

REVIEW OF AGENDA

The agenda was accepted as proposed.

REPORTS OF OFFICERS AND DIRECTORS:

President's report:

- Terry T. commented that the Phase II Interior Renovation Project issues are close to a resolution.
- The Director's search is going well with four qualified candidates. A Director is expected to be in place in April.

Secretary's report:

- Trustees voted to accept minutes from our January trustees meeting as well as the two special meeting minutes from February 20, 2024, and February 7, 2024. Minutes will be adjusted to note Pam Crum attended via zoom.

Director's report:

- Deb Rutter referenced her written report. There was no discussion.

NOMINATING:

- No report

PLANNING AND DEVELOPMENT:

- No report

FINANCE:

- Lynne circulated 2Q and first half results.
- Library operations were on target.
- Through the first half of the fiscal year, results were \$17k better than plan due to fundraising and the annual appeal.
- Thanks to Bill Thompson who met with Lynne and others to provide direction on accounting for grant spending. He has agreed to provide guidance as needed.

STRATEGIC PLAN:

- No report

CAPITAL CAMPAIGN:

- Meetings were postponed until March.

FRIENDS OF THE LIBRARY:

- Planning for several 2024 programs is underway.
 - 1000 books before kindergarten
 - Prom dress night
- It was noted that children's programming is very robust, however, adult programming needs attention.

COMMUNICATIONS:

- No report

PERSONNEL AND POLICY:

- There is a new policy for the disposal of no longer needed library contents including furniture.

BUILDING AND GROUNDS:

- The toilets have been replaced.
- The front rails will be repaired.
- Water in the vestibule is being monitored.
- Heat studies were completed and were normal for a building of its' age.
- Sidewalk plaques are being prepared with a three-point theme- 1) Founding Fathers 2) Celebrating Women and 3) The Brainerd Family

INTERIOR RENOVATION:

- Updated architectural plans are expected.
- Bob Russo of the building department has approved some reduced cost fire suppression systems. Lorraine will coordinate an update for Dawn LaValle.

UNFINISHED BUSINESS/ ACTION ITEMS:

- Terry T. will write an article about the disposal of library furniture.

NEW BUSINESS:

- Deb Rutter is organizing interim cleaning services while Brenda is out.

The meeting was adjourned at 7:44 P.M.

The next meeting date is March 26, 2024.

Respectfully submitted:

Margaret Adams, Secretary