

**BRAINERD MEMORIAL LIBRARY
SPECIAL MEETING MINUTES**

March 13, 2024

7 P.M. Zoom

IN ATTENDANCE VIA ZOOM: Terry Twigg, Terry Smith, Margaret Adams, Lorraine Riess, Mary Karkutt-Kulak, Susan Thompson, Lynne Cooper, Deb Rutter

ABSENT: Pam Crum, Kaycee Blancaflor, Marijean Conrad

The meeting was called to order by Terry Twigg at 7:03 P.M.

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

“RESOLVED: That Deborah Rutter, as Interim Director of the Brainerd Memorial Library Association, Inc., is authorized to enter into a certain contract with Kronenberger and Sons Restoration, Inc. for renovation of the library. “

The motion was unanimously approved.

Following are highlights from a March 13, 2024, meeting with Ms. Dawn LaValle, Terry Twigg, Lynne Cooper, and Deb Rutter.

- The above resolution allows Deb Rutter to sign a one-year grant extension request and sign a contract with Kronenberger. Ms. LaValle has given verbal approval to proceed, indicating a positive decision at the March meeting of the State Library Association.
- Project components and total costs were reviewed with Ms. LaValle. Key to cost containment was the elimination of a \$95k fire suppression system. The Kronenberger contract will be \$1,350k. Kronenberger costs exclude architect fees, contingency and furnishings.
- In addition to the resolution Ms. LaValle requested a copy of these minutes and a letter from Mr. Russo, Haddam building inspector, confirming elimination of the fire suppression system from the Interior Renovation Project.
- Kronenberger believes that the renovation can be completed in nine months.
- Lynne Cooper was able to clarify grant administration reporting issues to streamline the two audits that are required by the state. Lynne will establish

processes and QuickBooks accounting to support Ms. LaValle's requirements and the state audits.

- Audit #1- State auditors require certain documentation for all Interior Renovation costs including Kronenberger, architects, contingency and furnishings.
- Audit #2- A single audit, performed by our Accountant Kevin Harris, is performed for the first year we receive over \$300k in state funds. This audit must include all state funds received.
- Lynne also plans to keep all supporting documentation in a central file. This documentation will include but not be limited to resolutions, minutes, Architectural plans, bids, and invoices. Lynne has constructed a timeline of decisions impacting all Interior Renovation spending.

Lorraine updated the group regarding Myers movers and Kronenberger schedules:

- Myers may begin the move as early as April 7. Between now and then Deb Rutter and the library staff will be separating contents into three groups – active use, storage and give away.
- Kronenberger has adjusted their work staff to accommodate the later start date.

The meeting was adjourned at 7:16 P.M.

Respectfully submitted,

Margaret Adams