

**BRAINERD MEMORIAL LIBRARY BOARD OF TRUSTEES**

September 24, 2024

Meeting Minutes

**ATTENDING:** David Neal, Susan Thompson, Terry Smith, Andrew Maloney, Margaret Adams, Mary Karkutt-Kulak, Kaycee Blancaflor, Deb Rutter

**GUEST:** Lynne Cooper

**ABSENT:** Terry Twigg, Pam Crum

The meeting was called to order by Mary Karkutt-Kulak at 6:35 P.M.

**PUBLIC COMMENT:**

None

**REVIEW OF AGENDA:**

The agenda was accepted as proposed.

**REPORTS OF OFFICERS AND DIRECTORS:**

President's report:

- Mary Karkutt-Kulak led the meeting as Terry Twigg was absent.

Secretary's Report:

- Minutes from the last meeting were approved with a correction regarding attendance. Kaycee Blancaflor was absent.

Director's Report:

- Fall Fest is scheduled for October 19 and the Farmer's Market will be conducted on the same day at the library.
- The upper floor renovation should be completed mid-October and select portions of the children's collection will be moved. Staff will use the two new conference rooms while the ground floor Community Room, Teen Room and Children's Rooms are being renovated.

- Andrew proposed moving to Executive Session to discuss certain legal issues regarding fundraising and grant administration. David Neal made the motion to accept, and Deb Rutter seconded the motion.
- Executive session began at 6:45 P.M.
- Executive session ended at 7:26 P.M.
- Margaret made a motion to authorize Andrew to retain an attorney for legal advice regarding our grants and fundraising. Trustees authorized Andrew to engage an attorney and spend up to \$10k.

#### **FINANCE:**

- Terry Smith referenced the year end forecast of funds that he and Lynne Cooper completed this Summer. Funds set aside for the renovation will be expended and grant reimbursements are expected to begin at the end of this year, following completion of 50% of the renovation.

#### **FRIENDS:**

- Kaycee updated Trustees on Fall Fest and the importance of volunteering.

#### **STRATEGIC PLAN:**

- Lynne commented that updates to the strategic plan should begin in 2025. The current plan is for 2023 through 2025. The next iteration should include projected capital investments.

#### **BUILDING AND GROUNDS:**

- No update

#### **INTERIOR RENOVATION:**

- Andrew updated Trustees on work to finalize the lower level. Great care has been taken to limit the cost of change controls. As the upper level nears completion, we have spent between \$30k and \$40k in change controls or less than half of the contingency budget.

#### **PLANNING AND DEVELOPMENT:**

- Marijean circulated a summary of events that are being planned by her events sub-committee. On October 18 there will be a small fundraiser at the Ivoryton Theater. A cocktail hour, preceding the show, will be held at the Ivoryton library- a short walk to the theater. Anyone wishing to provide appetizers or desserts should inform Marijean.

The meeting was adjourned at 8:00 P.M.

The next meeting date is October 22, 2024, at 6:30 P.M.

Respectfully submitted:

Margaret Adams, Secretary