

**The Brookfield Library Board of Trustees  
Meeting Minutes  
Wednesday, March 28, 2012**

**In Attendance:** Betsy McIlvaine, President; Elena Goletz, Chris Landelius, Joanne Messer, John Voris; Anita Barney, Library Director; Joni Park, Brookfield Library Foundation

**Absent:** John Barbosa, Treasurer, Cathy Lasser, Kathie Schilling

The meeting was called to order at 7:33 p.m. by Mrs. McIlvaine

**1. Public Comment:** There were no members of the public present.

**2. Additions to the Agenda:** a) Membership in ACLB; b) discussion regarding a donation added to New Business.

**3. Approval of March 7, 2012 minutes:** A motion was made by Mrs. Landelius to accept the minutes as presented, seconded by Mr. Voris. Motion passed unanimously.

**4. Treasurer's Report:** No report, as Mr. Barbosa was not present.

**5. Director's Report:** There were no questions about the report Mrs. Barney emailed to the board earlier. She had nothing to add this month and there were no questions.

**6. Old Business: a. Brookfield Library Foundation Report:** Joni Park, representing the Brookfield Library Foundation, was present. She updated the board on the status of the Foundation, noting that the Foundation's by-laws were amended to add the chairman of the Brookfield Library Board to the Foundation board. Mrs. Parks reported that the Foundation's checking account balance was approximately \$2,500 and the Wells Fargo investment account balance was approximately \$35,400. A fundraising committee, which would be a subcommittee of the Foundation board, has not yet been created, and will not be created, until the Library Board's New Library Committee recommends moving forward with fundraising for the new library. There were no additional questions or suggestions for Mrs. Parks.

**b. Space Planning:** Mrs. Barney asked the board last month to approve in concept the purchase of new chairs for the public computers, which they did. Mrs. Barney provided information about the chairs that had been researched. Mr. Voris made a motion to approve up to \$3,000 for the purchase of 10 new chairs, to be taken out of the \$10,000 donation made to the library; motion seconded by Mrs. Landelius. Motion passed unanimously.

**c. Library Identification Road Sign:** No progress to report.

**d. Nomination for Board vacancy:** Mrs. Messer reported that she and Mrs. Lasser had met and that Mrs. Lasser was going to contact the person of interest. No other progress has been made.

**e. Town Facilities Planning Committee report:** There is no progress to report, since representatives of the Board of Education did not attend the last meeting. Mr. Lasser has said he will present a bonding schedule to the committee in April. The committee is discussing a new library, a new recreation center, and improvements to Huckleberry Hill Elementary School. A background study is being performed on the Four Corners area of town, as well as areas within ten minutes of the Four Corners intersection. Traffic studies are also being performed. Mr. Voris asked if the committee had any timetable. Mrs. Barney replied that a timetable is published on the town website.

**f. Policy Review Calendar: including long range/technical plan:** Mrs. McIlvaine will present her review in May. Other policies will be reviewed in April, June and September.

**7. New Business: a. Historic District Commission Letter:** Mrs. McIlvaine spoke with the Historic District about their concern with the appearance and upkeep of the cottage. The HDC noted that the back wall of the cottage needs repair, including where it meets the roof, that the roof on the barn needs replacing/repair, and that there was a tree through the back wall of the barn. The town crew cleaned trees and branches off the driveway to the barn, removed the tree from the barn roof, and fixed the soffit. They were to cut down the brush from the front of the cottage but a hanging wire through the bush prevented its removal. The back door on the barn is in bad shape. Discussion was had in reference to the cottage having any significant historic value. The board believes the cottage should be demolished. A suggestion was made to have the health department review the cottage. Mrs. Barney is to call town hall in reference to this review.

Mrs. Landelius made a motion to move forward with the demolition of the cottage, seconded by Mrs. Schilling. Motion passed unanimously.

**b. Review of Policy 100: Borrower Registration and Library Cards (K. Schilling):** Mrs. Schilling made the suggestion to add a note that the library has the right to revoke or suspend a card at the discretion of the library staff, and to remove section 4h completely. Mrs. McIlvaine asked Mrs. Schilling to present the policy with those changes to the board next month.

**c. Review of Policy 110: Patron Behavior (J. Messer):** Mrs. Messer sent out copies of her suggested changes to board members. The changes are as follows: reverse the order of sections q, r and s, add the wording “when using cell phones, they should be placed on vibrate.” Section 7 should include the wording “parents, guardians or caregivers.” “Caregivers” is to be added to wording whenever referring to “parents” in this policy. Mrs. Landelius made the motion to accept the changes and amendments to Policy 110, seconded by Mr. Voris. Motion passed unanimously.

**d. Policy 700: Financial Review Committee appointment:** The financial review committee is to meet in the first quarter of the year and to report in November of the same year. This committee review has been moved to August, the first quarter of the fiscal year.

**e. Association of Connecticut Library Boards:** Mrs. McIlvaine explained to the board that the ACLB is creating a new e-newsletter and asked if everyone on the board would like to receive it.

**f. Carol Frei Donation:** Mrs. Barney received a letter from friends and associates of Carol Frei, a local author who passed away this year, offering the library a donation of up to \$10,000, with many restrictions. The extent of the restrictions was discussed and it was decided that the board cannot accept a donation of this type due to the restrictions placed on it. Concern was expressed about the donor’s request that specific titles be added to the library collection, and the library’s lack of space to add so many new books in such a limited subject area. Library policy states that a donor does not have the right to suggest specific titles to be added to the collection, which was one of the restrictions placed on the donation. After much discussion it was decided that the only way the library could accept the donation was if the donor was willing to allow the library to use the funds where most needed.

Mrs. Landelius made the motion that the board turn down the offer to donate this money in the name of Mrs. Frei, based on the number of restrictions. In addition, the family should be notified that the book written by Carol Frei will be in held in the collection even without the donation, as she was a local author. The board will submit options to the donor that could meet both the library’s needs and requirements as well as the donor’s wishes. Mrs. Schilling seconded the motion. No further discussion was had. Motion passed unanimously.

**8. Announcements:** there were no announcements.

Motion was made by Mrs. Landelius, seconded by Mrs. Messer, to adjourn the meeting at 8:35 p.m.  
Motion passed unanimously.

Meeting notes submitted by  
Donna Crane, Recording Secretary