

**The Brookfield Library Board of Trustees Meeting
Meeting Minutes
September 26, 2012**

In Attendance: Betsy McIlvaine, Chairman; John Barbosa, Treasurer; Elena Goletz, Cathy Lasser, Chris Landelius, Joanne Messer, Kathie Schilling; Anita Barney, Library Director

Absent with notice: John Voris

The meeting was called to order at 7:30 p.m. by Mrs. McIlvaine

1. Public Comment: There was no public comment.

2. Additions to the agenda: Mrs. McIlvaine added two items to the agenda: 1) Appointment of a Financial Review Committee and 2) Creation of a Policy for Donations.

3. Approval of the July 25, 2012 minutes: Mrs. Messer made a motion to approve the minutes as submitted, seconded by Mrs. Landelius. Motion passed unanimously.

Minutes approved

4. Treasurer's Report: Mr. Barbosa reported an increase in the Library Investment Account of \$32,000 through August 31, 2012, with \$30,000 in unrealized gain, and the balance appreciation in stocks. There was also \$1,778 in realized gains and \$5,158 in dividend and interest income. Quarterly fees equaled \$5,300, with one more fee to be charged this year. There were no questions or comments on the financial reports.

Treasurer's Report

5. Director's Report: Mrs. Barney asked board members if they had any questions on her report; there were none. The following are additions to her original report:

a. Server Move: Mrs. Barney informed the board that Bibliomation has postponed the server move to the weekend of October 5.

Server Move

b. Weeding Collections: Elizabeth Oedel, our part time Reference Librarian, has begun weeding our adult nonfiction collection. The library sent eight boxes of weeded books to Better World Books. Donna Crane and Mary Proudfoot weeded the children's nonfiction collection as they moved it.

Weeding

c. Proofreading newsletters: Mrs. Barney reported that she has offered to proofread the Chamber of Commerce print newsletter. She already proofreads the Town's email newsletter.

Proofreading
Newsletters

d. Chamber of Commerce Best of Brookfield event: Mrs. Barney and various staff members will exhibit at the Best of Brookfield again this year on October 18. The library ordered a six foot banner that reads "The best free stuff in town is @ The Brookfield Library. Connecting

Best of Brookfield

the future, the present and the past.” She invited Board members to visit the event at the Candlewood Inn.

- e. **1, 000 Books Before Kindergarten:** Soma Mitra, one of our checkout desk staff members, is working on an intern project for her MLS. 1,000 Books Before Kindergarten is an early literacy program for children from birth to five years old.
- f. **New Website:** The library’s new website will go live on Monday, October 1. It will have a new layout, new integration with PayPal, and an entirely new calendar of events.
- g. **New program series:** A four part series for women 45 and older will begin Tuesday, October 2, with Jodi Rell as the keynote speaker. It will conclude in November with Gina Barreca, author and educator, as the keynote speaker.
- h. **The Friends of The Brookfield Library Book Sale:** The sale begins Thursday, September 27. On the first day, admission will be \$15, with Friends and educators free after 3 p.m. Volunteers have been setting up and sorting material.

Ellen Melville, of Social Services, wants to make books available free in the Food Pantry. The Brookfield Lions Club donated \$100 to purchase 200 paperback books to stock the Pantry. The library also sent letters to be included in the backpacks given to school children by Social Services, offering five free books at the book sale.

- i. **Adult Programs in October:** On October 11, the author of *Ten Million Steps on Route 6* will be at the library, presenting his book and describing his walk from Provincetown, MA to Long Beach, CA. On October 25, the author of *There’s a Fortune Cookie in my Soup* will be coming to the library.

6. Old Business:

- a. **Space Planning:** Mary Louise Jensen, retired State Library Building Consultant, is now working as a space planner. She understands what libraries need and made several practical suggestions. One suggestion we have already implemented was to rearrange the juvenile non-fiction. Other suggestions include removing both the round table in front of the door and the display table to make a clear path to the Checkout Desk, replacing both with a low curved display with seating on the inside of the curve. Other suggestions include replacing the computer carrels with updated ones and tweaking the existing space. Mary Louise also confirmed that we can’t move the checkout desk against the wall where the staff offices are. There’s not enough space for the desk, the book carts, and the hold shelf

Intern Project:
1000 Books Before
Kindergarten

New website live on
10/1.

Health, Wealth,
Happiness, and
Humor series

Book sale

Author visits

Space planning

without having the desk stick out half-way into the doors.

b. Library Identification Road Sign: Mrs. McIlvaine and board members agreed that the road sign with materials required by the Historic District Commission would cost too much. Board members noted the article in the Brookfield Patch about the condition of the cottage. A discussion was had in reference to the HDC's decisions. Mrs. Schilling made a motion that the board chairman schedule a meeting with the HDC to discuss their requirements for the sign material. Motion passed 6-2, with Mrs. McIlvaine, Mr. Barbosa, Mrs. Messer, Mrs. Lasser, Mrs. Jaffe, and Mrs. Schilling voting in the affirmative, and Mrs. Landelius and Mrs. Goletz voting in the negative.

Motion to return to the Historical Society regarding road sign.

c. Town Facilities Planning Committee: This committee will report to the Selectmen on Monday, October 1. They will recommend the new capital plan include a new library and a new field house for parks and recreation department. The town will recommend hiring a consultant to consider what the library of the future should look like.

d. Four Corners Meeting Report: Mrs. McIlvaine reported that the work of the Four Corners Committee has come to an end and has presented its report to the selectmen. This committee may be reconstituted as a facilities planning committee for the Four Corners district, possibly with a focus on the "civic" building.

e. Historic District Commission Letter/Library Cottage: The Selectmen have taken responsibility for selling the library-owned cottage. Board members noted that the assessed value of the cottage (as reported in the Housatonic Times article) was higher than the sale price when the cottage was listed for sale. .

Library Cottage

7. New Business:

a. Review of policy 200 (circulation): B. McIlvaine: This policy was reviewed last year. One typo was noticed in section 12: discretion in financial transactions: the word staff should be capitalized. Mrs. Lasser made a motion to correct the typographical error, seconded by Mrs. Landelius. Motion passed unanimously.

Policy 200 motion

b. Review of policy 203 (Confidentiality of Library Records): K. Schilling: One typo was noticed. The word "person" should be corrected to "personal." Motion made by Mrs. Landelius, seconded by Mrs. Lasser. Motion passed unanimously.

Policy 203 motion

c. Financial Review Committee Appointments: According to the policy review calendar, the holdings in the investment account are to be reviewed in November. Mrs. McIlvaine asked for two volunteers besides the treasurer to review the investment account. Cathy Lasser

Financial review committee.

volunteered; John Voris was suggested as the other committee member. Mr. Barbosa will send both members the September statement for their review.

- d. Donations to Libraries:** A discussion was had to the need for a policy governing large donations made to the library. Mrs. Barney and Mrs. Jaffe will review to determine if the library needs such a policy. They are to report back to the board at the December meeting.

9. Announcements: The Friends of the Brookfield Library book sale is next week. The new Director of the Division of Library Development at the State Library is Dawn Lavallo, a Brookfield resident. Next week is Banned Books Week.

Meeting adjourned at 8:37 p.m.

Respectfully submitted,
Donna Crane, Recording Secretary

Donations to library
policy review.