

**The Brookfield Library
Library Board meeting
May 22, 2013**

Present: Betsy McIlvaine, Joanne Messer, Maizie Jaffe, Cathy Lasser, John Voris, Chris Landelius; Library Director Anita Barney
Absent: John Barbosa

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

Additions to the agenda: Final Budget Discussion

A motion was made (C. Lasser), seconded (J. Messer), and passed unanimously to approve the minutes of the April 24, 2013 library board meeting.

Treasurer's Report: Treasurer Cathy Lasser will email the report to board members. Mrs. Lasser noted that the library is listed as a beneficiary of the Lenk Trust; we will receive a bequest when the last grandchild passes away. The board will consider the development of an investment strategy policy at the next meeting.

Director's Report:

Additions to distributed report:

- At the CT Library Association conference, Mrs. Barney and Mrs. Van Leeuwen met with the publishers of Connecticut History Press, who offered schedule author visits. Mrs. Van Leeuwen plans to host a program with the authors of the books on Connecticut Foods and Connecticut Wines and Wineries. The question of serving alcohol in Town buildings arose. Mrs. Barney emailed to First Selectman Davidson, who will check with the Town Attorney and the Police Chief about the legality. The Town may develop a policy about serving alcohol, which it does not presently have.
- After the May 31 issue, the Housatonic Times will no longer exist. Mrs. Barney has written a weekly column for the past ten years, first for the Brookfield Journal, then for the Times. The Litchfield County Times, which will be sent to current subscribers, does not want her weekly library column. Mrs. Barney is considering starting a blog on patch.com.
- Mrs. Barney has been invited to take part in a statewide disaster drill beginning at 8 a.m. on June 20 at the Police Department. She is pleased that the library is included in this event.
- The theme of the library's float in the Memorial Day parade is "225 years of librarians." Staff members will wear costumes representing the late 1800s, the Civil War era, a 1920s flapper, a 1940s dress, a 1950s poodle skirt, and a 1960s hippie.
- The library will sponsor a performance by The Victorian Lady on June 8 at The Brookfield Theatre for the Arts. The theatre will sell wine by donation. The Historical Society presented the library with a check for half of the performer's fee. This is the final library event for the

Treasurer's Report to be emailed.

Board to consider development of investment strategy policy.

Library question about hosting a program on CT wines may lead to town policy on alcohol in town buildings.

Demise of the Housatonic Times.

Library to participate in town disaster drill.

225 Years of Librarians – theme for parade

Victorian Lady at TBTA on June 8. Historical Society paid half of performer's fee.

Brookfield 225th anniversary celebration.

Old Business:

Space Planning: Mrs. Barney has found computer workstations that will work well for our setup; she is waiting for final pricing. She and Mrs. Van Leeuwen have decided on a design for a reference desk.

Waiting for pricing on new computer workstations.

Library Road Sign: We have received the Town permit from the Zoning Department. Mrs. Barney will contact the sign company to begin the process.

Permit for road sign received.

Library Cottage: Mrs. McIlvaine reported that the cottage was discussed at the last Board of Selectmen meeting. Concerns about the septic and water were discussed. Mrs. Barney has seen surveyors on the property, and a crew doing a perc test. The Board of Selectmen is determined to have the property sold.

Telephone system: A new system has been ordered at a cost of \$5,848. \$2,500 will come from the library's automation line in this fiscal year, with the balance from the library's investment account. This is an Avaya system, which can be upgraded as needed, even to a VOIP system. The system has many more capabilities than our current system. We will have one cordless phone and two wireless headsets.

New Avaya telephone system ordered.

Budget cut protest: At the April meeting, the Library Board voted to protest the \$2,000 cut in the library's Capital Expense request. A special meeting of the Board of Finance would be required to increase the amount, which can only be called by the Chair of the BoF. No action was taken on the request.

Library Board protested Board of Finance cut in Capital request.

Additions to the agenda:

The FY2014 budget as approved will allow up to a 2.5% increase for library staff. The Board agreed by consensus that it would be an across-the-board increase. Mrs. Barney requested and received Board consensus to hire a (very) part-time Teen Programming Assistant for 4 hours/week for July and August and 2-3 hours/week for the balance of the fiscal year. This will allow Jenn Doyon to spend more time on technology. Mrs. Barney will post the opening at Southern CT State University as a paid internship, and will advertise it on local library email lists.

Approval to recruit part-time teen programming assistant. 2.5% salary increase for library staff in 2013-14.

Four Corners: Katherine Daniel, Town Land Use Officer, has been working with developers who might be interested in seeing a library in the Town Center District. One developer asked if the library would consider a 99-year lease of property. The latest zoning allows a 12,000 square foot footprint. There was discussion about ensuring sufficient parking dedicated to library use rather than shared parking. Mrs. Daniel notes that placing the library in the TCD could be part of a solution for a developer. Decisions about what the library would look like would remain in the hands of the library's building committee.

Consideration of library as part of Town Center District.

New Business:

Nominating Committee: Maizie Jaffe has agreed to replace Cathy Lasser on the committee, to serve with Joanne Messer. There are two vacancies on the board, with the resignation of both Kathie Schilling and Elena Goletz. The possibility of a high school student was mentioned, with the provision that the student must be registered to vote.

Nominating Committee seeking two candidates.

Summer meetings: There will be no library board meeting in July unless there is an emergency. Meetings are scheduled for June 26 and August 28.

No July Library Board meeting.

A motion to adjourn was made by Chris Landelius, seconded by John Voris, and approved unanimously.

Respectfully submitted,
Donna Crane, Recording Secretary