

**The Brookfield Library  
Board of Trustees  
February 26, 2014 -- DRAFT**

**Present:** Betsy McIlvaine, Chairman; John Barbosa, Maizie Jaffe, Cathy Lasser, Chris Landelius, Joanne Messer, John Voris; Library Director Anita Barney; Dottie Miles and Tom McIntyre, guests

**Absent with notice:** Ilga Parris, Alex Smolnik

The meeting was called to order at 7:30 p.m. by Chairman McIlvaine. There were no additions to the agenda. There was no public comment.

**Treasurer's Report:** Tom McIntyre of Wells Fargo Advisors reported on the Library Investment Fund. The fund is up 28% for the year to date. Investments are made for safe, long-term growth. Mr. McIntyre also gave a summary of the market conditions over the last few decades and explained market trends.

Library Investment Fund report.

**Minutes of the January 22 meeting:** Two corrections were made: In the discussion of a projection system for the Community Room, fourth paragraph, the minutes state "Mrs. McIlvaine approved in principle: change to Mrs. McIlvaine thought it was a good idea. Under Charge to Nominating Committee: Cathy Lasser was not a member of the committee. Questions were raised about the library cottage. Mrs. Barney reported that it is sold, and that the proceeds will be deposited in the Library Investment Fund. A motion was made (J. Voris), seconded (J. Barbosa), and approved to accept the minutes as amended. C. Lasser, C. Landelius, and J. Messer abstained.

Minutes accepted as corrected.

Library cottage sold; proceeds to be deposited in Library Investment Fund.

**Director's Report:** In response to Mrs. Barney's notes about sending staff to the American Library Association conference, Mr. Voris raised the question of per diem rates to cover meals. The library pays for travel and hotel, but budgetary constraints don't allow either a per diem or reimbursement for actual expenses. This is a possible topic for the revision of the personnel policy. Mr. Voris recommended that Mrs. Barney bring a proposal to the Board for approval.

Per diem expense for conferences considered.

A question was raised about Mrs. Barney's list of meetings attended, which included a League of Women Voters meeting. The group is inactive, not disbanded, and she and another member met with a few young mothers who would like to revitalize the League.

League of Women Voters to be revived.

In other matters, Mrs. Lasser noted that she enjoyed the February classical guitar and violin concert, which had excellent attendance. Mrs. Barney stated that she contacted the high school to try to find a student who needs community service hours to help with setup for the concerts. She noted that our magazine subscription renewal is coming up; we will survey patrons to find out which titles are used, and which can be dropped. She also noted that she is pleased with the way the Town crew is plowing a path to the road sign so we can change announcements. Mrs. Barney invited Board members to Dublin in Song and Story, a concert of Irish music, on March 23. The library will be

Seeking high school community service volunteers for concert setup.

participating in the CT Library Association's "Passport to Connecticut Libraries" program in September. The library exhibit at last October's Best of Brookfield was one of three photos featured in the quarterly Chamber of Commerce newsletter. Finally, Mrs. Barney offered the financial report through 1/31/14. Mrs. Lasser again noted that Public Works should be responsible for all building-related expenses, or should transfer funds from Public Works to cover expenses such as electrical repairs.

Library to participate in CLA "Passport" program.

## Old Business

**Review of Library Personnel Policy:** deferred to March

Personnel Policy deferred to March.

**Board of Selectmen Budget Proposal:** The budget approved by the Library Board included a new full-time position at the Checkout Desk. The First Selectman's budget, which was prepared with no input from the library, eliminated that position, as well as everything except an \$8,000 increase. First Selectman Bill Tinsley met with Mrs. Barney on February 21, and said that non-union salary increases would be 2%. \$8,000 would not cover that. Mr. Tinsley stated that he meant to eliminate only the new position plus benefits, and asked Mrs. Barney for that figure, which she provided.

Proposed FY15 budget: request for new full-time position at Checkout Desk cut.

Mr. Tinsley and Mrs. Barney discussed the percentage of the library's annual budget provided by the Town appropriation. Mrs. Barney provided a chart with that figure for Brookfield, Southbury, Bethel, New Milford, and New Fairfield, as well as a statewide average. Brookfield's appropriation is in line with that of the other towns.

Board members again brought up the issue of all maintenance expenses being billed to the library. In the current fiscal year, janitorial expense was moved to the library budget, with the appropriate amount transferred from the Public Works budget. Board members reiterated their belief that funds should be allocated during the budget process, or transferred at the end of the fiscal year. Mrs. Barney will bring this up when she meets with the Board of Finance on March 13.

Issue of maintenance expenses billed to library rather than Public Works discussed.

The library's capital request for \$12,000 to install new data drops and network wiring is in the Selectman's budget.

Capital Expense request included in First Selectman's budget

**Projection System for Community Room:** Mrs. Barney presented quotes from Chip's A-V in Patchogue, NY and from DNR Laboratories in Watertown, CT. DNR has installed projection and A/V systems in almost thirty area libraries and institutions. Their installers are licensed electricians, so we would not need to bring in outside electricians. The Board felt more comfortable using a local firm in case of problems. The quote of \$13,559 includes two ceiling-mounted projectors, ceiling-mounted speakers, all wiring, a cordless microphone, and installation. A motion to purchase the system from DNR Laboratories was made (J. Barbosa), seconded, and passed unanimously, with funding to come from the Wells Fargo Library Investment Fund.

Approval for ceiling-mounted projection system to be purchased from DNR Laboratories in Watertown, CT. Funds to come from Wells Fargo Library Investment Fund.

**New Business:**

**Charter Revision Commission:** Board members discussed their desire to have nine regular members rather than six regular and three alternates.

**Investment Policy:** Mrs. Lasser will present a draft at the April meeting. The policy will include a statement that the Investment Fund is not to be used for operating expenses, or for anything done to or in the current building unless the equipment or item can be moved to a new building. Mrs. Lasser recommended that the Investment Fund remain at Wells Fargo Advisors.

**Election of Officers:** Mrs. McIlvaine thanked the Nominating Committee: Joanne Messer, Maizie Jaffe, and Ilga Parris.

A motion was made (J. Messer), seconded (J. Barbosa) and passed unanimously to elect the following slate of officers:

- Chairman: Betsy McIlvaine
- Vice Chairman: Chris Landelius
- Treasurer: Cathy Lasser
- Secretary: John Voris

**Announcement:** Mrs. McIlvaine invited the selectmen to visit the library on Wednesday, February 26. Mr. Davidson came for a visit; Mr. Flynn was on vacation, and Mr. Tinsley had been here the week before.

**E-Book Report:** The State Department of Consumer Protection released a report on ebooks and libraries. While the report had no real answers for the current problems, it did note the importance of libraries.

**ACLPD Space Planning Task Force:** The Task Force is almost finished with redesigning the space planning guidelines. Their recommendations will focus on flexible space, and will redesign the spreadsheet that is used to calculate the square footage needed in a new or renovated/expanded building.

Request for library board to consist of nine regular members to go to Charter Revision Commission.

Investment Policy to be presented at April meeting.

Officers elected.

Selectmen invited to visit library

State report on ebooks released.

ACLPD Space Planning Task Force report ready soon.

The meeting was adjourned at 8:51 p.m.

Respectfully submitted,  
Donna Crane, Recording Secretary