

**The Brookfield Library
Board of Trustees
7:30 p.m., Wednesday, 19 November 2014**

Minutes

Present: B. McIlvaine, Chairman; J. Voris, Vice-Chairman; J. Barbosa, M. Jaffe, C. Landelius, C. Lasser, I. Parris (arrived at 7:38 p.m.); Library Director A. Barney

Absent with Notice: T. Coleman, A. Smolnik

Call to order: The meeting was called to order at 7:35 p.m. by Chairman McIlvaine.

Public Comment: None.

Correspondence Received: None.

Additions to the Agenda

New Business: Center School proposal

Old Business Discussion of the Kiosk Survey Content

Approval of Minutes of October 22, 2014: Mrs. Lasser moved to approve the Minutes of the October 22, 2014 Meeting. Mr. Voris seconded the motion, and it carried, with Mrs. Landelius abstaining.

Minutes of 10/22/14 meeting approved.

Treasurer's Report: Mrs. Lasser reported that the balance in the investment fund is over \$500,000.

Balance report.

Director's Report: Mrs. Barney referenced her Report as emailed to trustees. She noted that the refinished chairs will be delivered November 20. She invited board members to the classical guitar concert on November 23; it is sponsored by the Friends. Lastly, the Library will close at 1 p.m. on Christmas Eve (per Town Hall instructions), and follow Town Hall's closing time for New Year's Eve.

Refinished chairs to be delivered.

Guitar concert.

Holiday closing times.

Old Business

New Library Committee: C. Cumberton was unable to attend tonight.

After discussion regarding the library survey on the Envision Brookfield website, the Board asked Mrs. Barney to request that it be removed until the Board-approved language is finalized. Mrs. Jaffe will contact the K. Daniel, the Community Development Director, to discuss meeting to talk about the appropriate language.

Survey language on Envision Brookfield to be revised.

Logo Design: Two emails have been sent to the contractor without response.

Waiting contractor's response.

Interior renovations: Mrs. Barney reported that the new furnace has been installed. Additionally, the parking lot lighting has been approved by Historic District Commission and Zoning Commission. It was noted that the asphalt plant closes December 12, so the trenches for new lights must be dug before then. Data wiring prices are being obtained.

Furnace operating.

Mrs. Barney talked with Zoning Department staff to discuss installing a directional road sign at the south driveway. She will meet with a DOT representative regarding advisability of the sign. She has received pricing for the sign.

Parking improvements approved.

Data wiring estimates forthcoming

Library Credit Card: Mrs. Barney and Mrs. McIlvaine met with the First Selectman and the Controller regarding this issue. While the Town will not issue credit cards, the Library can obtain one if it completes a purchase order to pay the bill on the card. Mrs. McIlvaine wrote a letter confirming this agreement and shared a copy with the Board. The letter will be sent certified mail to the First Selectman with a request that his office sign for receipt of it.

Director Barney to meet with DOT representative re: new sign.

Board approval of library credit card application.

Mrs. Landelius moved that the Board approve the Library getting its own credit card as soon as the First Selectman signs this agreement. Mr. Voris seconded the motion. Mrs. McIlvaine shared information on the specific card the Library is applying for. Mrs. Barney will serve as the "authorized business officer." Mr. Voris suggested that a documented procedure be devised, with a spending limit to be approved by Mrs. Barney. Mr. Barbosa inquired what it would typically be used for, and Mrs. Barney replied that it is usually for expenses such as software downloads where a purchase order is not accepted. Mrs. Lasser suggested a \$500 limit. Motion to approve the library credit card application carried unanimously.

By-laws revision re correspondence: A note was received from Mrs. Coleman, who reported that the Board of Finance by-laws regarding correspondence received states that such correspondence will be attached to the meeting minutes. She will be in attendance at December meeting.

T. Coleman to report at December meeting.

Envision Brookfield Kiosk – See discussion above under New Library committee

New Business

2015-2016 Budget – preliminary discussion

Mrs. McIlvaine requested that Board members consider salaries, capital equipment, any large projects, and the remainder of operating expenses for subsequent budget discussion. Mrs. Barney noted that the photocopier in the staff area is almost ten years old. Mrs. Lasser suggested that Mrs. Barney consult with the Town's Information Technology Director regarding recommendations and pricing, so that a new copier could be put in the budget request. Mrs. McIlvaine noted that a portion of the Town budget covers lease payments.

Staff copier replacement information to be requested.

There was discussion regarding additional circulation desk staffing. Mr. Barbosa inquired about the possibility of a self-checkout and Mrs. Barney advised him it

Additional circulation desk person to be requested.

can be done at no cost, however, there is currently no space. She plans on finding a spot for this when the new wiring and furniture are complete. It was suggested that an additional 25 Checkout Desk hours and funding for Hoopla be requested. It was further noted that the small amount of hours for homebound services are utilized, and the expense for electronic subscriptions are reviewed very carefully. Additionally, salary information from neighboring town libraries could be reviewed when considering the salary portion of the budget. There are two more Board meetings (December 10, 2014 and January 7, 2015) prior to the budget submission on January 14. The Library will also request funding for an engineering study for handicapped accessible elevator. There was discussion regarding funding a design consultant for a new library.

Hoopla funding to be requested

Budget submission due January 2015

Funding for engineering and design to be requested.

Mrs. Barney advised that the State construction grant must be submitted by March 2, 2015. D. Lavelle of the State Library is a strategic planning consultant.

State grant application due in March 2015

Center School Proposal: Mrs. Barney recently met with Center School Principal K. Salon regarding using the Library as a shelter and pick-up/bus location if an emergency occurs in the school building. The route of walking the children to the Library was reviewed, and it was noted that police assistance would be provided. The draft proposal letter was sent to Police Department, and Mr. Voris will follow up with the Police Department regarding its agreement with the plan. Ms. Parris inquired what the student population was, and Mrs. Barney advised it under three hundred. Mrs. Landelius moved to approve in draft form the Center School Proposal, pending final approval of the final product. Mrs. Lasser seconded the motion, and it carried unanimously.

Library to serve as emergency shelter for Center School

Announcements – Mrs. Jaffe advised that there will be a Town meeting on December 1 regarding potential uses for the Ptak property adjoining Town Hall. She encouraged Board members to go and express their opinions that the site is still being considered as a location for the new library.

Additional Town meetings re: future development

Adjourn – Mrs. Landelius moved to adjourn the meeting at 8:47 p.m. Mr. Barbosa seconded the motion, and it carried unanimously.

Meeting adjourned at 8:47 p.m.

Respectfully submitted,

Dawn Cioffi, Recording Secretary