

**The Brookfield Library  
Board of Trustees  
Meeting Minutes  
March 27, 2013**

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

Absent: Chris Landelius, Kathie Schilling, John Barbosa, Elena Goletz

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

Minutes of the February 27, 2013 minutes: A motion was made (J. Voris, seconded (C. Lasser), and approved unanimously to accept the minutes as presented.

Treasurer's Report: There was no report. Treasurer Lasser will email a report.

Director' Report: Mrs. Barney noted that the total attendance for children's programs in February was 692; the number was missing from her report. Jenn Doyon has created a Teen Advisory Board. Three teens attended the first meeting on March 25, and the group will meet again in April. The cell phone photography class originally scheduled for teens (and cancelled for lack of registration) has been rescheduled for adults, with over thirty people registered.

Following up on the discussion at the previous month's Board meeting, Mrs. Barney has set up a Selectmen Forum to be held at the library on May 1. All three Selectmen have confirmed their attendance. Mrs. Barney will invite the Democratic and Republican Town Committees to co-sponsor.

Board of Finance meeting: one item discussed was the inclusion of the holdings of the Historical Society in the library's online catalog. Mrs. Barney and Jenn Doyon will meet with Historical Society representatives to pursue this project. The library would need funding to pay Bibliomation to create records, and for our cataloger to add the holdings to the database. Mrs. Barney believes it would be possible to find a grant to fund this project.

Other:

- Library credit card: With the elimination of the American Express card through the CT Library Consortium, the Town Finance Department has agreed the library should have a credit card to use to purchase material and other items online.
- Both Mrs. Barney and Mrs. McIlvaine were appointed to the ACLB Space Planning Committee, which will look at space planning guidelines the State Library uses.
- Mrs. Jaffe complimented Mrs. Barney on her presentation to the Board of Finance— very well done, informative, helpful, funny.

Old Business:

*Teen Advisory Board created.*

*Selectmen Forum to be held 5/1/13.*

*Discussion at Board of Finance about adding Historical Society holdings to our online catalog.*

*Library to have use of credit card to replace AmEx.*

*Mrs. Barney, Mrs. McIlvaine appointed to Space Planning Committee*

Space Planning: Mrs. Barney requested more information from the architect who sent preliminary information about an elevator. Capital funding (\$100,000) for an elevator was requested in the FY14 budget, but was not included in the either the Selectmen's or Board of Finance budget. It was noted that, although the library will move to a new building some time in the future, this is still a Town building and should meet ADA standards, whether an elevator or fully accessible restrooms or other areas. At the Board of Finance meeting, Mrs. Barney replied to Chairman Friedrich's question of what she'd do with an extra \$500,000 in the budget, she noted that she would bring the building to ADA code.

*Request for funding for elevator not included in BoS or BoF capital expense.*

Roadside sign: Mrs. Barney will submit the paperwork to the Town in the upcoming week, now that spring is here.

Cottage: An auction was scheduled for March 16; no bidders attended. The Selectmen or a Town Meeting will have to determine next steps and/or a lower price.

*No bidders at auction for cottage.*

Telephone System: Mrs. Barney and Mrs. Brooks are evaluating the proposals received. Mrs. Barney is considering joining together with the Town and the Police Department for a shared VOIP system, but believes it would be considerably more expensive than installing a separate, traditional system. Estimates received from vendors are in the \$5500 to \$6500 range for new systems. All systems are upgradeable and at least one has the capacity to be converted to VOIP system. One system quoted used refurbished/reconditioned equipment; board members felt that we only buy a system once every ten to fifteen years, and expressed concern about the age of such a system. Some of the funds could come from money available in the current year's automation line, with the balance from the library's investment account. Mrs. McIlvaine suggested waiting until next month and then deciding where the money will come from.

*Evaluating new telephone systems.*

New Policy: Policy 702: Donations. Board members reviewed the revised policy. Mr. Voris questioned the bulleted item regarding use of donations for the library's operating budget. The library needs to be clear that the town will not automatically reduce their portion of the operating budget in response to donations. The phrase "or services" was added to the second bullet. A motion was made, seconded, and passed unanimously to approve the policy as amended.

*Approval of Policy 702: Donations*

Budget Presentation: Irv Agard asked about \$10,000 increase to the Maintenance and Utilities line in our budget. This amount reflects the transfer of cleaning services from Public Works' budget to the library's. The Town Budget Hearing will be April 9.

*Library cleaning expenses transferred to library from Public Works budget.*

Ebook bill in State House of Representatives: Mrs. McIlvaine talked about proposed legislation regarding e-books. The bill has been rewritten to refer to licenses rather than sales. The bill is generating interest in the state and around the country, and is making publishers nervous.

*Proposed ebook legislation.*

In other State Library issues, the Governor's proposed budget cuts funding for ConnectiCard reimbursement (payment for lending items to residents of other towns), with a cap of \$10,000 per library. Brookfield's Ccard reimbursement is approximately \$1800. Mrs. Barney will talk about this issue to State Representative David Scribner.

*Proposed cuts in state funding for ConnectiCard reimbursement.*

Kindles: The library's six Kindles (funded by The Friends of The Brookfield Library) have proved extremely popular. The devices are locked so patrons can't add or delete titles. Five Kindles have mixed content, and the sixth is just children's titles.

*Kindles circulating well.*

Terms of Office: At the previous meeting, the possibility of two-year terms for officers was discussed. Mr. Voris consulted with Town Clerk Joan Locke, who called the Town Attorney. He in turn replied the board could simply notify Mrs. Locke that the officers would remain the same. The Board will not amend the bylaws to change the terms of officers.

*No Bylaws amendment for two-year terms of office.*

Mrs. Lasser complimented the new Overdrive ebook interface, and said it's very easy to search.

The meeting was adjourned at 8:38. The next meeting will be held April 24.

Respectfully submitted,  
Deborah Brooks, Recording Secretary