

**The Brookfield Library
Board of Trustees Meeting
Wednesday, December 16, 2015
7:30 p.m. upstairs in The Library**

Call to order

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

Present: Chairman B. McIlvaine, Vice Chairman J. Voris, Treasurer C. Lasser, Alternate C. Landelius, C. Cumberton, M. Jaffe, I. Parris, Student Liaison E. Lazorchak, Library Director A. Barney

Absent: J. Barbosa, N. Nellicherry

Public Comment

None.

Correspondence Received

First Selectman S. Dunn's response to Mrs. McIlvaine's email was noted.

Additions to the Agenda

None.

Approval of Minutes of November 18, 2015 – Mr. Voris noted a correction on p. 2, under Agenda Item 8.a., in the last paragraph, that the Maker Space Forum will be held in March **2016**, not March 2015. C. Lasser moved to approve the Minutes of the November 18, 2015 meeting as corrected. J. Voris seconded the motion, and it carried unanimously.

*11/18/15 Minutes
approved as corrected*

Treasurer's Report – None.

No Treasurer's Report.

Director's Report – C. Cumberton inquired if there was a breakdown of number of attendees at Teen programs by specific program. Mrs. Barney directed her to J. Doyon's section of the Library Board Report, covering Teen programs.

*Teen Programs on
Director's Report*

C. Lasser noted the success of the Brookfield Education Foundation Gala. There was discussion regarding submitting a grant request for Maker Space equipment. It was noted that J. Doyon has borrowed maker equipment from the State Library twice.

*Possible grant request
to BEF*

Mrs. Barney advised that she met with new First Selectman S. Dunn yesterday, and spoke briefly with him about the library, the budget, and the need for a new library.

*First Selectman aware
of plans for new
library*

Bibliomation has advised its members not to install Windows 10 yet, as it may uninstall programs, reset settings, and cause programs to freeze. Mrs. Barney further noted that Evergreen will not run on Windows 10 yet.

*Library will not install
Windows 10 yet*

Mrs. Jaffe indicated that she attended one of J. Doyon's computer classes, and remarked that Ms. Doyon is "remarkable," and "excellent in her teaching." Mrs. Barney noted that the Oasis training software expenditure of \$600/year has been of great value.

*Outstanding computer
classes noted*

Old Business

New Library Committee (NLC) – Mrs. Cumberton reported that she and Mrs. Barney drove to the potential sites (both Town Hall sites and the Gurski Homestead) with architect J. Carow. Mr. Carow has sent a proposal to the Committee for consultation work at the rate of \$200 per hour. He has advised by email that he could look at all three sites for maximum of \$4,000, including his attendance at a Board meeting. Mrs. Cumberton and Mr. Carow believe it is feasible for him to meet with the Board at its January 27, 2016 meeting. There was additional discussion regarding property at the Four Corners area: whether there are any appropriate-sized sites available; the attractiveness of the area if it were to consist of shopping and a walkway; and the fact that the area has already been explored by the NLC. The Brookfield Library Foundation will support an expenditure of \$4,000 to examine the three above listed locations, and make a recommendation for the best site. No motion was necessary, as the next activity will come from the Foundation (signed contract).

NLC to retain J. Carow to study potential sites

Mrs. Cumberton advised that she and J. Doyon will be meeting with resident K. Rist regarding 3D printing and a maker space in the library. Mrs. Cumberton has requested that Mrs. Barney contact Libby Post, a management communications specialist. Mrs. Barney will report back on her costs at the next meeting.

Additional consultations regarding Maker Space and New Library process

Draft of letter re: credit card - With regard to the Library credit card, Mrs. Barney noted that the second and third Town checks to Visa were received, resulting in a credit balance, which was then corrected when Visa finally realized that one payment was a stopped check. We were charged a bad check fee for that, but credited with one late payment fee. Mrs. Jaffe inquired how many credit cards exist; there are three, all on the same account. Upon inquiry from Mrs. Landelius, Mrs. Barney advised that late fees are not in the Library budget. The Finance Office has not confirmed exactly what happened with the missing checks, but First Selectman Dunn indicated he felt that the Controller's response was not suitable. Mrs. McIlvaine will send her letter to the First Selectman and the Board of Finance. Mrs. Jaffe suggested that Mr. Leverence be copied on the letter. The Board thanked Mrs. McIlvaine for drafting the letter. Mrs. Landelius inquired what the credit limit on the account is, and was advised that it is \$5,000 per month. It was noted by Mrs. Barney that any individual expenditure over \$1,000 needs additional MUNIS approval.

Letter regarding issues with credit card payments to be sent to First Selectman and the Board of Finance

Review of Policy 110 (Patron Behavior) – Tabled to January 27 meeting.

Policy review tabled.

Interior renovations

Data wiring - The data wiring is complete, and the electrical column has been installed.

Furniture - The new chairs and display units for music CDs have arrived. Both old CD displays were offered to CT libraries, but no one wanted them. One was given to a patron, and the Habitat for Humanity ReStore picked up the other one. Mrs. Barney advised that she will order the patron coffee maker and cabinet shortly, as well as a few more tables and replacements for the hanging signs. After discussion, it was decided that the charge for a cup of coffee will likely be \$1.00.

Wiring complete; furniture has arrived; patron coffee maker to come soon.

Handicapped-accessible restroom project – The estimated cost of \$10-12,000 is well under the only quote received, which was \$25,000. Mrs. Barney has supplied the Facilities Manager with the name of another possible contractor.

Still seeking contractor for restroom project

New Business –

Proposed meeting schedule –Mrs. Barney will send to the calendar to the Town Clerk. The following 2016 schedule was approved by consensus:

2016 meeting calendar approved

- January 6, January 27
- February 24
- March 23
- April 27
- May 25
- June 22
- July 27
- August 24
- September 28
- October 26
- November 16
- December 21
- January 11, January 25, 2017

2016-2017 Library Budget – Mrs. Barney distributed copies of the proposed budget.

Discussion of proposed 2016-2017 budget

There was discussion regarding the percentage of proposed salary increases; Mrs. McIlvaine recommended budgeting at 3 percent. The budgeted amounts for fines income will stay the same. The State Library grant amount is reduced from last year, reflecting the cuts in State Aid to Public Libraries and to ConnectiCard reimbursement. Income and expense for donations and concert sponsors are increased substantially. Mrs. Barney continues to request a move of a part-time checkout desk person to full time. The facilities improvement line is increased by \$500, and the maintenance line includes an increase to cover additional electricity costs. Mrs. Barney would like to increase the cleaning services at the Library to five days a week (from the current four). Office expenses and automated services were increased a small amount, and books and materials increased \$2,500 due to decreased income from the Friends' book sale over the past few years. Mrs. Cumberton inquired how much the Mango language service is; it is \$2551/year, which has been paid by the Friends for the past several years.

Mrs. Cumberton inquired about the Friends' decreased book sale income, which might be due to more ebook use, although there's no way to know. This year's book sale cleared approximately \$7,000. Mrs. McIlvaine noted that ideally, the Friends should only be supporting new services for a couple of years, at which time they should be funded by the community.

Contributions from Friends down

There was discussion regarding the library equipment line, and the classification of items under operating and capital budgets. It was suggested that funding be requested for a professional community-wide survey about the new library. There was additional discussion regarding how to classify proposed funding for the Maker Space. If the Maker Space is portable and involves use of a cart, Mrs. McIlvaine advised that would be a separate capital expense. Mrs. Lasser recommended that a

plan of sustainability be devised. There was discussion regarding potential funding from the BEF, funding thereafter as an operating expense, and determining the necessary amount. There was further discussion regarding expenses that qualify as capital.

Upon inquiry from Mrs. Jaffe regarding the programs and concerts line, Mrs. Barney advised it remains at \$8,500, not the \$5,000 shown.

There was additional discussion regarding where the Maker Space concept, as well as new library planning, belong in the budget. Ms. Lazorchak suggested utilizing a Google survey for new library ideas, and advertising it on the high school announcements. Mrs. McIlvaine advised that the NLC is looking for a more formal and structured guide. She noted that the strategic plan must be reviewed over the next year. Mrs. Jaffe requested that Mrs. Barney ask Ms. Post if she worked with Oxford on a survey, and if so, provide an approximate cost.

Mrs. Lasser suggested adding line items for “Maker Space on a Cart” and “New Library Planning” to the proposed budget for the January meeting. Mrs. McIlvaine suggested \$50,000 for the latter.

Mrs. Landelius recommended that the salary line in the proposed budget be “based on a 3% increase, but may be based on Town recommendation”. Mrs. Jaffe stated she would prefer to see the 3% increase.

Mrs. Barney will make the changes and corrections proposed by Board members, and will bring the budget to the January 6 meeting for approval. It is due at Town Hall by January 15.

Announcements – None.

Adjourn – Mrs. Jaffe moved to adjourn the meeting at 8:43. The motion was seconded by Mrs. Parris, and it carried unanimously.

Next meetings: January 6, 2016 (budget); January 27, 2016 (regular meeting)

Respectfully submitted,
Dawn Cioffi, Recording Secretary

*Discussion of
MakerSpace, surveys,
need to revise
strategic plan*

*Funding for planning
to be included in
budget.*

*Meeting adjourned at
8:43 p.m.*