

**The Brookfield Library  
Board of Trustees Meeting  
Wednesday, January 27, 2016  
7:30 p.m. upstairs in The Library**

**1. Call to order**

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

**Present:** Chairman B. McIlvaine, Vice Chairman J. Voris, Treasurer C. Lasser, J. Barbosa (arrived at 7:37 p.m.), Alternate C. Cumberton, M. Jaffe, I. Parris, Alternate C. Landelius, Library Director A. Barney

**Absent:** Student Liaison E. Lazorchak, Alternate N. Nellicherry

**2. Public Comment:** None.

**3. Correspondence Received:** None.

**4. Additions to the Agenda:** None.

**5. Approval of Minutes of December 16, 2015 and January 6, 2016** – Mr. Voris noted the following correction on Page 3, under New Business, first sentence, to remove the word “to”. Mr. Voris moved, seconded by C. Lasser, to approve the Minutes of the December 16, 2015 meeting as corrected. Motion carried unanimously.

*Minutes of 12/16/15 Meeting approved as corrected;*

Mrs. Lasser moved to approve the Minutes of the January 6, 2016 meeting as submitted. Mr. Voris seconded the motion, and it carried, with Mrs. McIlvaine abstaining.

*Minutes of 1/6/16 Meeting approved as submitted*

*J. Barbosa arrived at 7:37 p.m.*

**6. Treasurer’s Report** – Mrs. Lasser explained that the report on the Library Fund reflects some spending on the interior enhancements, as well as the decline in the stock market. Mrs. Barney advised that the furniture spending is almost complete. Mrs. Lasser will invite the Wells Fargo representative to the March or April meeting.

*Spending, income decline discussed. Investment rep to attend April meeting*

**7. Director’s Report** – Board members had no questions regarding the report as distributed. Mrs. Cumberton commented on the success of the Noon Year’s Eve party that she attended with her children.

*Noon Year’s Even party a success.*

Mrs. Barney advised that work on the ADA-(Americans with Disabilities Act) compliant restroom will begin during the third week of February. The project should take approximately three weeks to complete, with the contractor working at night.

*ADA restroom work to begin*

J. Doyon and K. VanLeeuwen will be attending the Public Library Association conference in Denver, Colorado, in April.

*Two staff librarians attending PLA*

The new signs will be delivered later this week. A local business was used.

*Signs to be delivered*

Mrs. Barney discussed the showing of the movie, "Poached", scheduled for Sunday, January 31.

*Movie showing, "Poached"*

It was noted that the cottage formerly owned by the library has been demolished as part of the construction of the new house next door.

*Cottage demolished*

Mrs. Barney distributed the quarterly statistical and financial reports. She noted that they are similar to last year's trends.

*Statistical and financial reports reviewed*

Mrs. McIlvaine advised that all current Board members whose terms are expiring were reappointed at the Board of Selectmen's meeting on January 25, 2016.

*Board members reappointed*

## 8. Old Business

- a. **New Library Committee: Report and consideration of architect's proposal and hiring a consultant** - Mrs. Cumberton advised that the meeting schedule for the group has been set through June.

*Meeting schedule set through June*

An architect/consultant has been retained to look at the potential sites. His contract will be with the Brookfield Library Foundation, and the Foundation will have an attorney review it. The Foundation has approved \$4,000 for this service. Mrs. Cumberton advised it will take two months for the architect to complete his review, and will obtain that timeframe in writing.

*Architect to be retained by Foundation to evaluate sites*

Mrs. Cumberton also advised that she has communicated with the Executive Director of the Chamber of Commerce, and emailed real estate agents regarding potential sites in the Four Corners area. Mr. Voris commented that a two- or three-acre parcel would be necessary to accommodate the footprint of the building; at a previous meeting, Mr. Barbosa stated the need as three to five acres.

*Potential involvement of Chamber of Commerce and real estate developers*

Mrs. Cumberton also discussed retaining the services of Libby Post, a marketing/communications consultant, for a three-day training for staff, Board members and Friends of the Library, teaching everyone involved to communicate a consistent message about the new library. This will occur after June.

*Discussion re: consultant*

- a. **Review of Policy 110 (Patron Behavior)** – Mr. Voris and Mrs. Lasser stated their satisfaction with the wording of the clause related to prohibition of smoking. Additionally, Mrs. McIlvaine noted that the weapons clause is per State statute. Mrs. Cumberton suggested a comma after "In addition" in the first paragraph. Mrs. Parris suggested adding the word "member" after "staff" in Guidelines 2, 4, and where appropriate to make the language grammatically correct. Mrs. Lasser moved to approve the changes to Policy 110 (Patron Behavior) as discussed. Mr. Barbosa seconded the motion, and it carried unanimously.

*Changes to Policy 110 (Patron Behavior) approved*

- b. **2016-2017 Library Budget** - Mrs. Barney advised that \$10,000 request for technology capital will be included with the Town's information technology budget, according to Controller Bill Leverage. *\$10,000 technology capital to be included with Town capital*
  - c.
  - d. **Capital items: Accessible restroom** – Discussed above. *Restroom renovations discussed above.*
- 2. New Business**
- a. **Staff Development Day** – Mrs. Barney explained that she and J. Doyon would like to hold a Staff Development Day to review library procedures (resetting the server, updating the online library calendar, etc.) with all staff. She suggested that the training be done on a Tuesday for 3-4 hours, to allow for a 2 p.m. library opening, as the library is open until 8 p.m. on Tuesdays. It was further suggested that the training be videotaped for reference. The Board agreed by consensus to this proposal. *Staff training to be done on a Tuesday*
  - b. **Charge to nominating committee: nominate officers for 2016** – Mrs. Jaffe and Mrs. Parris will report nominations at the February meeting. *Officer nominations to take place at February meeting*
- 3. Announcements** – There was discussion regarding following up on the letter to the Boards of Selectmen, Finance, and the Controller regarding the credit card payments. This will be deferred until a new controller is appointed. *Follow up re: credit card payments when new controller is appointed*
- It was noted that a report by the Aspen Institute regarding public libraries was released today. *Aspen Institute study to be published*
- Mrs. McIlvaine reviewed the new Town Board/Commission Vacancy Procedure, specifically, that Chairs must advise the Town Clerk as soon as possible, and the resigning member must submit a letter of resignation to the Town Clerk, with a copy to the Board of Selectmen. The Town Clerk will then advise the particular Town Committee of the vacancy. The Town Committee can make recommendations to the Board of Selectmen, and the BOS will fill the vacancy pursuant to the Town Charter. *New Vacancy Procedure*
- There was discussion regarding majority and minority representation.
- Board members commented that the library closing on January 23, 2016, due to weather, was a good idea. *Library closed Saturday January 23, 2016 due to weather*
- Adjourn** – The meeting adjourned at 8:34 p.m.

Respectfully submitted,  
Dawn Cioffi, Recording Secretary