

The Brookfield Library
Board of Trustees Meeting
Wednesday, July 27, 2016
7:30 p.m. upstairs in the library

Draft Minutes

Present: Chair B. McIlvaine, Vice Chair J. Voris, Secretary M. Jaffe, Treasurer C. Lasser, N. Nellicherry, I. Parris (arrived at 7:34 p.m.); Library Director A. Barney; P. Checco and J. Flowers of the Municipal Building Committee (MBC), Student Liaison E. Lazorchak (arrived at 7:42 p.m.)

Absent: J. Barbosa, C. Cumberton

Call to order – The meeting was convened by Mrs. McIlvaine at 7:31 p.m.

Public comment – None. Mrs. McIlvaine made a motion to go to the Item 8.a., New Library Committee.

Old Business

a. New Library Committee – P. Checco advised he was aware from Mrs. Cumberton that an architect provided site selection criteria. Mrs. McIlvaine noted that the Board has expressed a preference to locate the library in the Four Corners area; the second choice is the Municipal Campus, where there are issues with lack of parking and the need to move a sports field.

Board recommends Town Center District as library location.

I. Parris arrived at 7:34 p.m.

Mr. Checco discussed walking-scale communities, and agreed that the library would be a great anchor for the downtown area. Mrs. Lasser added that it would promote economic development. The membership and purpose of the Library Location Ad Hoc Committee were noted. There was discussion regarding the passage of the town Capital Budget, which includes \$61,000 for planning for the new library, and where the library will fall in the First Selectman's ten-year capital plan.

Role of the new library in development of Four Corners discussed

FY17 Capital budget includes \$61,000 for new library planning.

Mr. Checco noted that the Board of Education (BOE) has done preliminary work regarding renovations or construction for the schools. Mr. Checco suggested that the projects either be put forward to a vote together, or separated by a few years. There was discussion regarding competing funding for the library, school system, and police station, as well as underground power lines.

Plans for school improvements/construction being proposed by BOE

There was discussion regarding whether using the \$61,000 for preliminary architectural services is feasible, given that the site has not yet been selected.

E. Lazorchak arrived at 7:42 p.m.

Mr. Checco stated that the Request for Proposal process takes 2-3 months. He suggested holding design charrettes facilitated by the chosen architect. These are not the same as focus groups, which focus on groups of users/nonusers and services, and which are conducted by an outside consultant.

RFP process/timeline for architect selection discussed in detail

Mr. Checco noted that Mrs. Cumberton sent him information regarding the work that was done for the \$1 million construction grant from the State Library, which will expire on March 1, 2018. As part of the grant, the library developed a building program that includes desired features and square footage requirements for the new building.

It was noted that the RFP interviews should include specific questions and requirements, as well as determining if an architect can have a positive working relationship with the library groups. Upon inquiry from Mrs. Barney, Mr. Checco stated that experience in library design can be a requirement. Mrs. McIlvaine inquired how much involvement the Library Board will have, and Mr. Checco advised it would be a collaborative effort with the MBC. It was suggested that the architects be questioned on where they live, and if they're involved in their own community. Mr. Flowers reiterated the importance of ensuring that we want to work with the selected person/firm for the duration of the project. .

Experience designing libraries to be required.

Mr. Checco stated that the RFP process begins with a public notice in the newspaper and trade magazines, which could result in 10-12 firms submitting proposals for consideration. Mr. Checco suggested that the Library Board post the notice of RFP, and that the Board and the MBC make recommendations jointly. Mr. Checco recommended that the RFP be sent out in September 2016, so that by November 2016, a firm is engaged. At that time, a master plan can be completed, and in November 2017, public information sessions can begin regarding the upcoming bond vote, to be set for February 2018.

Library Board to send out RFP in September 2016

Mr. Checco advised that the First Selectman has requested that the BOE's ten-year capital plan by the end of August. Mrs. Barney stated that he requested the ten-year plan for the library by August 1.

First Selectman: input from department heads for ten-year capital plan

Mrs. Jaffe stated that she was interested in discussing the possibility of bonding several capital projects together. Mr. Checco noted the need to map out debt service for the next ten years before setting parameters. Mr. Flowers discussed the importance of following the proper procedure and showing the public that due diligence has occurred within the process, and then to present the cost models. The additional complication of having to go to referendum to purchase property (if necessary) was noted.

Discussion regarding bonding of town projects

Mr. Checco suggested that the Board look at the previous RFP as a model, make edits, and send them to the MBC for additional review. Mr. Nellicherry inquired if the RFP would have to be reviewed by special legal counsel, and Mr. Checco indicated that the contracts can be reviewed by the appropriate type of counsel. It was suggested that the recently approved \$61,000 be used for legal services and the preliminary conceptual drawings

Board to edit previous RFP and send to MBC for review.

There was discussion regarding the use of a physical model of a conceptual plan at the pre-bond stage, during the public information sessions, rather than a virtual walk-through.

Mrs. McIlvaine asked for a cost estimate of a 30,000 square foot, two-story library would be, and Mr. Checco estimated it would be between \$9-12 million, including FFE (furniture, fixtures and equipment), depending on the availability of utilities and site.

P. Checco cost estimate for new library.

Mrs. McIlvaine will provide the Board's draft of the RFP in two weeks, so that it can be out by September 1, 2016.

There was additional discussion regarding meeting with the BOE, BOS, MBC, and the Police Department. Mrs. Lasser and Mr. Checco suggested that it occur after Mr. Dunn's ten-year capital is plan out.

Mrs. Barney advised Mr. Checco that Mrs. Cumberton will be attending a class on designing a new library at the Harvard Graduate School of Design.

Correspondence Received – Mrs. Barney read a note from former Board member C. Landelius, thanking the Board for her parting gifts and collaboration during the years of her service.

Note from C. Landelius read

Additions to the Agenda – None.

Approval of Minutes of June 22, 2016 – Mrs. Lasser moved to approve the Minutes of the June 22, 2016 meeting as submitted. Mr. Voris seconded the motion, and it carried unanimously.

6/22/16 Minutes approved

Treasurer Report – Mrs. Lasser referenced the documents previously sent to the Board. The balance in the investment fund has gone back up after some spending on interior improvements. Mr. Voris inquired regarding the .1% return on investment figure, and Mrs. Lasser advised she believes it is a gain/loss percentage from sale/spending, not interest income. She will verify this and report back to the Board.

Investment Fund recovered.

Director's Report – Mrs. Barney asked for questions on her report dated July 27, 2016; there were none. She noted that a preliminary budget report shows we ended the fiscal year with approximately \$20,000 more in revenue than expenditures.

Revenue/expenditures of past year reviewed

- Mrs. Barney noted that the Brazilian Jazz Concert on Sunday, July 31, is sponsored by the Friends.
- The Brookfield Theatre has proposed working with the Library for a Halloween program. Mrs. Jaffe expressed her concern regarding safety if the parking lot is congested with cars and people, but Mrs. Barney noted that the attendance would likely be limited for this event.
- Mrs. Barney stated that S. Queenan has indicated that the Chamber of Commerce would like to donate some of its proceeds from its Gala to the Library.

Jazz concert and upcoming Halloween program with TBTA discussed

- The Best of Brookfield event will be held October 19 at the Candlewood Inn. The Chamber is charging \$80/table for non-profits; for-profit businesses will pay \$350/booth. For the first time, there will be a \$5 admission fee.
- The Friends of the Library Book Sale will take place August 4 – 8, 2016, at Center Elementary School.
- Mrs. Barney distributed the 2015-2016 Statistical Report.
- Mrs. Barney advised that the Annual Report for the Town may be done as an infographic.

Library to participate in Best of Brookfield in October.

Friends' Book Sale 8/4/16-8/8/16

Statistical Report distributed.

Old Business

- New Library Committee** – Discussed above.
- Municipal Building Committee representative** – Discussed above.
- Schedule special Library Board meeting to discuss campaign** – At the suggestion of Mr. Nellicherry, Mrs. McIlvaine will send proposed dates out to Board members by email. Mr. Nellicherry will send her a link to a meeting scheduling website to assist with scheduling.
- Review of Job Descriptions:** Mrs. Barney distributed the revised job descriptions. This item will be on next month's agenda.

Email to be sent to members re: availability for special meeting

Job descriptions distributed

New Business

a. MakerSpace Equipment Use and Liability Policies – Mrs. Barney asked the board to approve a MakerSpace waiver for adults and minors modeled after one used by several other municipalities in the state. The form can be completed at the time of registration; parent/guardian must sign for participants under 18. It was suggested that once a form is signed for one program, it is in effect for up to a year. Ms. Lazorchak suggested attaching the waiver as a form to the class registration link on the website. Mrs. Barney indicated that Teen Librarian J. Doyon has set up a sewing class, and has printed an iPhone case with the 3D printer. Mrs. Jaffe suggested that Town Counsel be advised that the form is being used. Mr. Voris moved to approve the MakerSpace Liability Waiver on the condition that the Town Attorney is advised. Mr. Nellicherry seconded the motion. Mrs. Jaffe confirmed that the form is not a library policy. Motion carried unanimously.

MakerSpace Liability Waiver form discussed and approved

b. Recommendation for alternate Board members – Mrs. Jaffe moved to nominate Jennifer Choi as an alternate member of the Library Board. She indicated that Mrs. Choi is active with the New Library Committee and has experience in communications and marketing, noting she would be an asset to the group. Her resume and letter of interest were submitted. Mrs. Parris seconded the motion, and it carried unanimously. Mrs. McIlvaine will send this information to the BOS for its meeting on August 1.

J. Choi recommended as Alternate Board Member

c. Odyssey of the Mind Support – Mrs. McIlvaine advised that the Board of Education has cancelled the program and is reviewing its policy. She indicated that she listened to involved parents and students at a recent BOE meeting but did not commit the Library Board to doing it. There was discussion regarding potential liability. Mrs. Lasser advised that the program must be run by a 501C(3) organization. There was discussion regarding the possibility of the

Library considering supporting Odyssey of the Mind teams

Brookfield Craft Center being involved. Mr. Nellicherry advised he is the Treasurer of the Connecticut Odyssey of the Mind and noted that the Ridgefield Library sponsors that town's teams; Mrs. Barney noted that Ridgefield Library is an association, not municipal, library, and therefore holds 501(c)3 status, which Brookfield Library does not. Mrs. Lasser suggested that this issue be revisited after the BOE concludes its review of its policy.

Miscellaneous – Mrs. McIlvaine advised that the BOS recently appointed a new Charter Revision Commission. Members asked if the Library Board still wishes to increase its membership to nine regular members. Mr. Voris stated he was in favor of increasing the number to nine. Mrs. Jaffe noted that would require five members for a quorum. Mrs. McIlvaine will advise First Selectman Dunn of the Board's wishes.

Charter Revision Commission to be advised of Board's desire to increase membership to 9

There was discussion regarding whether or not members can participate and/or vote via Skype, conference call or email. Mrs. McIlvaine stated that if it is found that these methods are legally permissible, language would be inserted in the Library Board's by-laws.

Remote meeting attendance and action discussed

New Business (continued)

Capital request due by August 1 – It was the consensus of the board that the library include \$20 million for New Library Construction costs on the town's Ten-Year Capital Plan. First Selectman Dunn requested a list of items necessary for the existing building, as well as costs to be bonded if it is not possible to build a new library. Suggested items included: handicapped accessible bathrooms on the lower level, an elevator, new windows, replacement of the stone stairway to the community room, an electronic room divider for the community room, and mobile book shelves.

Capital Plan requests to be submitted by 8/1/16.

Announcements -

1. Mrs. McIlvaine advised Board members of an information meeting related to the streetscape work in the Town Center District (Four Corners), to be held on Thursday, August 4, from 4- 6 p.m. at Town Hall. She noted that the NLC meets with the Library Location Ad Hoc Committee that evening at 6:30 p.m. at the Library. Upon inquiry from Mr. Voris, Mrs. McIlvaine stated that once a location for the new library is determined by the Ad Hoc Committee, that group will dissolve.
2. Mrs. McIlvaine noted that she is in receipt of a letter from Mrs. Barney advising that she will be retiring effective March 31, 2017. She explained that the Library Board is charged with appointing a new director, and will seek input from the First Selectman and the Director of Human Resources. Mrs. Lasser suggested that a consultant be hired to assist with the search for a new director; Mrs. Parris disagreed that was necessary. Mrs. Barney suggested that an area library director be asked to join the interview committee. There was discussion regarding the role of the library director over and above the construction of a new library. Mrs. Barney has begun a list for the new director – file storage at Town Hall, who the alarm company is, etc. Bradbury and Associates was cited as a

Meeting regarding streetscape 8/4/16 from 4-6 p.m. at Town Hall

Mrs. Barney to retire as Director 3/31/17

possible resource to consult in the hiring process; Mrs. Barney noted that search firms are expensive.

Adjournment – Mrs. Jaffe moved to adjourn the meeting at 9:23 p.m. Mrs. Lasser seconded the motion, and it carried unanimously.

Respectfully submitted,
Dawn Cioffi
Recording Secretary

Anita Barney
Library Director