

DRAFT
The Brookfield Library
Board of Trustees
August 28, 2013

Present: Betsy McIlvaine, Chairman; Joanne Messer, John Voris, Maizie Jaffe, Chris Landelius, John Barbosa, Alex Smolnik, Cathy Lasser, Ilga Parris; Library Director Anita Barney;

Guest: Bill Davidson, Brookfield First Selectman

The meeting was called to order at 7:32 p.m. by Chairman Betsy McIlvaine.

Public Comment: None

Additions to the agenda: Mrs. McIlvaine welcomed Mrs. Messer, formerly an alternate, as a regular member, and Alex Smolnik and Ilga Parris as new alternates. Mrs. McIlvaine requested that Library Concert Sponsorship be added under New Business.

New Board members introduced.

Agenda item 7c. Old Business: Library Cottage was moved to the top of the agenda as First Selectman Bill Davidson was in attendance to provide an update on the cottage.

Old Business:

Library Cottage: First Selectman Bill Davidson: Mr. Davidson attended the meeting to update the board on the sale of the library cottage. He explained that the selectmen would like sell the cottage so it can go back on the tax rolls. There were no bidders at the earlier auction, at which the minimum bid was \$140,000. Mrs. Barney, Mrs. McIlvaine and Mr. Davidson walked the property with a contractor. Mr. Davidson reiterated that the Historic Commission approved the town proposal to allow the new owner to tear down the cottage, with the provision that it be replaced with a replica of the original cottage to be used as a garage or outbuilding.

Disclosure would be required for several items: There is an existing foundation that would need to be removed to build in a location near the top of the hill. DOT approval has been received to construct a new driveway, but the new owner would need permission from the playhouse to grade from the driveway down to the playhouse driveway. A new septic system must be installed, and a new well would have to be drilled.

Improvements to be made by buyer for library cottage.

The barn is in dangerous condition. The new buyer would have to obtain permission from the Historic District Commission to salvage or demolish.

Mrs. Landelius, a realtor, questioned the size of the septic, the size of the proposed new house/building, what will be disclosed at auction, and if a new appraisal been done since the cottage was originally placed on the market.

All conditions to be disclosed to prospective buyers.

Mr. Davidson noted there will be inspection periods before the auction, and that all existing conditions would be disclosed to prospective bidders. He will respond to the board about the size of the septic and the house. He also stated that the auction sale would be final, although he believed no financial review would be done on prospective buyers; that the contract of sale would note what was required and a

time frame for completing the required work by the buyer, all of which will be determined by the town attorney and Historic District Commission requirements. The Board of Selectmen will set a date for an auction, with a revised, lower minimum bid.

Minutes of the June 26, 2013 meeting were reviewed. It was noted that on Page 2, change K. Lasser to C. Lasser. A motion was made (C. Landelius), seconded (J. Barbosa) and passed unanimously to accept the minutes of the June 26, 2013 meeting of the Library Board.

Treasurer's Report: C. Lasser emailed the Treasurer's report to trustees prior to this meeting. Mrs. Lasser explained the report and answered questions. Mrs. Lasser also explained what these funds were, how they were received, and their potential use to the new board members. Mrs. Lasser is to meet with Wells Fargo investment advisors and will report to the board next month.

Director's Report: Mrs. Barney entertained questions on her report for the months of July and August. Mrs. McIlvaine noted two items that she would like added to the budget: new toilets and a replacement air conditioning unit. It was suggested that funds for new toilets that meet ADA height requirements come out of the investment account; that was refused by consensus of the board. Mrs. Parris suggested that the expenses for new toilets be presented to the town as a requirement to meet ADA regulations. Mrs. Barney will include a request for a new air conditioning unit in next year's capital budget. Board members noted that the town should be maintaining town buildings.

Mrs. Barney has requested electric hand dryers be installed this year in all public restrooms to eliminate the recent problem with paper towels clogging the toilets. A suggestion was made that restrooms be kept locked, with the key kept at the checkout desk. Mrs. Barney said that would be a last resort.

Mr. Barbosa suggested putting together a list of items, prices and the law that rules these items, and present it to the town.

In addition to her report, Mrs. Barney noted the Children's department is starting a public library / homeschooler partnership. Mrs. Barney distributed the year-end statistical report and a year end financial report, noting that the Finance Dept. has not given her final FY13 figures, a list of downloadable magazine titles available on Zinio, and a revised welcome brochure we give to new patrons. Mr. Voris noted a shift in the demographics on the statistical report in children's and wanted it to be noted that there are teen programs occurring and the new teen programming assistant is doing well.

Old Business

Space Planning: No report

Library Identification Road Sign: Road sign has been installed and is currently in use.

New Business:

New Library Site Possibilities: Mrs. McIlvaine communicated to the board that an offer to sell a parcel of land along Federal Road south of Four Corners was made to the library. A discussion that included leasing property was held.

Additions to agenda:
New toilets
Replacement for air conditioner

A/C to be capital request in FY15 budget

Electric hand dryers requested to eliminate recent problems.

Joint library/homeschool partnership forming.

New Teen Programming assistant creating programs teens are attending.

Road sign installed.

Discussion of possibility of leasing property for new library.

Future Library Planning: Mrs. McIlvaine explained that a State Library committee has been put together to revise the space planning guidelines for libraries. The guidelines recommend that libraries plan for a twenty-year lifespan of a building; twenty years is the usual time period for bonding new construction. Mrs. McIlvaine detailed some of the changes being made in the guidelines. Mrs. Lasser noted that if the library board wants to break ground for a new library in 2016, the New Library Committee should be reactivated.

State Library developing new space planning guidelines.

Investment Strategy Policy: Mrs. Lasser requested that this discussion be moved to the September agenda.

Investment Strategy Policy moved to Sept. meeting.

Holiday Schedule: It was decided that the library will close at 1:00 p.m. on both Christmas Eve and New Year's Eve.

Library to close at 1:00 p.m. on Christmas Eve and New Year's Eve

Concert Sponsorship: Mrs. Barney explained that the Davidson/Lasser team offered sponsorship of the October concert. Since there are no written guidelines for concert sponsors, Mrs. McIlvaine felt a discussion with the board was needed. She felt that accepting sponsorship from a political entity could be construed as supporting that particular party. Mrs. Lasser noted that the Parks & Rec Movie series is sponsored by the Democratic Town Committee. Mrs. McIlvaine expressed her hesitation in accepting sponsorship from any political party. Mrs. Landelius suggested we offer the Republican Town Committee an opportunity to co-sponsor the event. Following extended discussion, a motion was made (J. Barbosa), and seconded (J. Voris) that the board offer the RTC co-sponsorship for the October concert and if they declined, the library would have no political sponsorship at all. Mrs. Jaffee called the question. Motion failed by 2 (J. Barbosa, B. McIlvaine) to 3 (C. Landelius, J. Messer, J. Voris), with one abstention (C. Lasser).

Concert sponsorship: library will not accept sponsorships from political parties or committees. Policy to be developed.

A motion was made (J. Voris), and seconded (J. Barbosa) that the library would accept no political sponsors for concerts. The motion was discussed and amended to read "The Library will not accept the sponsorship offered by the Democratic candidates or any other party for the October 2013 concert", seconded (C. Landelius) and passed unanimously, with one abstention (C. Lasser).

Announcements: Mrs. McIlvaine announced the ACLB annual leadership conference will be held October 25, 2013 and suggested all new board members attend.

The next board meeting will be held September 25, 2013.

Meeting was adjourned at 9:18 p.m.

Respectfully submitted,

Donna Crane, Recording Secretary