

Minutes not yet approved. Approval and any edits made in succeeding minutes.

The Brookfield Library
Regular Board of Trustees Meeting
Wednesday, November 20th, 2019
7:30pm (Upstairs in the Library)
Minutes

1. Call to Order – The meeting was convened at 7:34pm by Chair B. McIlvaine.

Present:

Members C. Lasser and A. Carolan were absent with prior notice.

- Chair B. McIlvaine, Vice Chair J. Voris, Secretary M. Cappiello, Treasurer C. Lasser, C. Cumberton, M. Jaffe, J. Pineda, A. Carolan, Library Director Y. Cech, Recording Secretary C. Sebastian

Other: \_\_\_\_\_

2. Public Comment – None

3. Correspondence Received – None

4. Additions to the Agenda – None

5. Approval of Minutes of August 28th, 2019, September 11th, 2019, September 25th, 2019, and October 23rd, 2019 – C. Cumberton motioned an approval of minutes of 8/28, 9/11, 9/25, and 10/23. M. Cappiello seconded the motion with C. Cumberton abstaining from 8/28, along with M. Jaffe and J. Pineda for 10/23.

6. Treasurer’s Report – None

7. Director’s Report – Katherine Van Leeuwen, Assistant Director is set to retire officially on January 31st, 2019.

8. Old Business –

- New Library Committee Update – C. Cumberton gave a brief update on the NLC. Committee has made some progress on location and timeline.
Update on New Furnishings Project – Phase one and two pertaining to the teen and children section is officially completed. Phase three on rearrangement of computer tables and seating area are upcoming. Planning for middle of December to start phase three.
Update on 2019-2020 Budget – Planning to include funds for emergency staffing coverage, a more frequent cleaning service, and an additional part-timer. Y. Cech is to create a draft budget for the December meeting. Discussion was held.
Update on Capital Projects Budget for 2020-2021 – Y. Cech reiterated the current proposed capital projects. Discussion was held.
Discuss Concerns About Staffing for Programs – Postponed

- f. Update on Center School Ad-Hoc Committee – Survey is in an electronic form and is to be sent out soon. The deadline for returning surveys is January 10<sup>th</sup>, 2020. Committee is planning to compile data by end of first quarter. Discussion was held.
- g. Update on Policy on Budget Line Transfers – Postponed
- h. Discuss Trust Fund Spending Policy – Postponed
- i. Update on Policy 403: Exhibits – Postponed
- j. Director Review Process – Postponed
- k. Board Self-Review Process – M. Cappiello presented the self-review process. J. Pineda will be assisting her to determine a possible scoring system and any other necessary edits for next meeting.

**9. New Business –**

- a. Accept 2019 CT State Library Annual Report Submission – CT State Library Annual Report is a compilation of statistics of all libraries in the state of Connecticut. Report tracks data over a one-year period. Y. Cech reported some significant findings which include visits to the library website has increased and program attendance has been significantly increasing throughout all age groups. In addition, circulation rates have been steady and slightly higher, which goes against the national expectation of a decline. Y. Cech credited that to the increase in digital resources and the new supplemental interlibrary delivery system. In addition to the required annual report statistics, the library has been tracking their outreach numbers internally.
- b. Search for New Board Member – Mary presented two possible candidates. Discussion was held.

**10. Announcements** – Next Library Board meeting is scheduled for December 18<sup>th</sup>, 2019.

**11. Public Comment** – None

**12. Adjourn** – Vice Chair J. Voris motioned to adjourn the meeting at 9:08pm, seconded by C. Cumberton and it carried unanimously.

Respectfully Submitted,

Clair Sebastian  
Recording Secretary