

The Brookfield Library Board of Trustees  
Meeting Minutes  
Wednesday, January 11, 2012

In Attendance: Betsy McIlvaine, President; John Barbosa, Treasurer, Elena Goletz, Chris Landelius, Joanne Messer, John Voris; Anita Barney, Library Director  
Absent: Cathy Lasser, Kathie Schilling

Meeting was called to order at 7:33 p.m. by Mrs. McIlvaine.

**1. Public Comment:** There were no members of the public present.

**2. Additions to the Agenda:** There were no additions.

**3. Approval of November 2011 minutes:** Mr. Barbosa recommended a change to item seven to read "the funds will remain with Wells Fargo." A motion was made by Mrs. Messer to accept the minutes as amended, seconded by Mr. Voris. Motion passed unanimously.

**4. Treasurer's Report:** Mr. Barbosa noted that the Library Foundation account was relocated to another investment banker within Wells Fargo. Mr. Barbosa performed a fund comparison and the Foundation fund underperformed compared to three other funds. Board members were reminded that the Foundation is a separate entity from the Library Board of Trustees, but there should be communication between boards. Library board members suggested that the chairman of the library board be a member of the Foundation board and that the Foundation by-laws be changed to so state. Mr. McIntyre of Wells Fargo will be at the February meeting to make a presentation.

**5. Director's Report:** The following is in addition to the report Mrs. Barney emailed to the board:

- a) New employee: Our new part-time reference librarian, Elizabeth Oedel, will begin on January 17. Ms. Oedel moved to New Milford from Massachusetts in anticipation of her new position.
- b) Donation: This anonymous \$10,000 donation was deposited into the library's operating budget, where it will be used to improve the appearance and layout of the library, with the approval of the donor. Mrs. McIlvaine noted the Board's appreciation for this generous donation.
- c) Chamber of Commerce – Best of Brookfield: As the result of a discussion with a fellow exhibitor at this event, we gained a concert sponsor. Matson Financial will sponsor the "Buddy Holly" concert in June.
- d) Conferences: Jennifer Clark will be attending the Computers in Libraries conference in March in Washington, DC. Mrs. Barney and Katherine Van Leeuwen will attend the Public Library Association conference in Philadelphia in May.
- e) Friends of the Library: The Friends are considering a bus trip to the Philadelphia Flower show this year.

## **6. Old Business:**

**a. Space Planning Consultant:** Mr. Voris and the staff have not discussed space planning, in part because of a staff shortage at the Checkout Desk. Mr. Voris walked around the Board of Education and Land Use areas in Town Hall and noted the efficient furnishing that have been installed, which he feels would be useful to the library. Mr. Voris would also like to take advantage of the new staff person to look around with new eyes and see what ideas she comes up with.

**b. Proposed Zoning Change:** Mrs. Barney is trying to meet with Land Use to discuss her ideas for the new sign. She hopes to have a sign with a reader board as well as the library's name.

**c. Nomination for library board vacancy:** The nominating committee met; Mrs. Lasser is to contact those who are interested in joining the board. Town RTC and DTC members are investigating which Board members whose terms are expiring are interested in being reappointed.

**e. Town Facilities Planning Committee:** Mrs. Barney reported there was no meeting in December. The next meeting will be January 19 to discuss what facilities should be on the list of new/improved town buildings.

**f. Policy Review Calendar:** Mrs. McIlvaine asked board members not listed on the review calendar to select a policy to review. We will begin in March with Mrs. Messer and the Patron Behavior Policy.

**6. Capital Budget Review:** Mrs. Barney sent the proposed 2012-2013 library budget to board members. The Town's Human Resources director noted that salary increases could be anywhere from 0% to 2%, depending on the final budget. Changes from the current year's budget: the automation expense line was increased by \$1,000, Concerts and Programs by \$1,000; the State Library Grants line (State Aid to Public Libraries and ConnectiCard) was adjusted downward to reflect current funding. The budget included 12-15 hours/week for a part time library operations assistant. The budget reflects a 5.1% increase. Mrs. Landelius made a motion to accept the budget as presented, seconded by Mr. Barbosa. Discussion on an increase in wages was had. Motion passed unanimously.

## **7. New Business:**

**a. 2012 Meeting Dates:** Meeting dates for the 2012 calendar year are as follows:

February 29

March 28

April 25

May 23

June 27

July 25

August 22

September 19  
October 24  
November 28  
December 19  
January 9, 2013 for budget discussions

**b. Nominating Committee:** Officers are to be nominated at the February meeting.

**8. Announcements:**

**a. Association of CT Library Boards:** Library Directors and the CT Library Association's Legislative Committee will meet to discuss libraries funding, and will hold a press conference, on January 31.

Motion was made by Mrs. Landelius, seconded by Mrs. Messer, to adjourn the meeting at 8:50 p.m.  
Motion passed unanimously.

Meeting Notes submitted by  
Donna Crane  
Recording Secretary