

The Brookfield Library Board of Trustees
Meeting Minutes
Wednesday, March 7, 2012

In Attendance: Betsy McIlvaine, Chairman; John Barbosa, Treasurer, Chris Landelius, Joanne Messer, Kathie Schilling, John Voris; Anita Barney, Library Director; Guests: Dottie Miles, Brookfield Library Foundation; Tom McIntyre, Wells Fargo
Absent: Cathy Lasser, Elena Goletz

1. Meeting was called to order at 7:32 p.m. by Mrs. McIlvaine.
2. **Public Comment:** There were no members of the public present.
3. **Additions to the Agenda:** There were no additions.
4. **Approval of January 2012 minutes:** A motion was made by Mrs. Messer, seconded by Mrs. Landelius, to accept the minutes. Motion passed unanimously.

5. Treasurer's Report: Tom McIntyre, Senior Vice President – Investments, Wells Fargo Advisors, LLC, presented a report on the Brookfield Library Fund. He distributed a chart showing interest rates back to 1740, noting a 30-year cycle of increases and decreases. The Library Fund, which was started with \$125,000 in bequests in 1998-99, has moved from a portfolio of four stocks to a much more diversified spread. The Fund is up 6.73% from its inception, and has increased 7.51% this year over last year. Wells Fargo has lowered its management fee by 25%. In the early 1990s, \$150,000+ was taken from the Fund to purchase the property at 186 Whisconier, with the intent to expand library parking. Mr. McIntyre noted he expects the recent increase in the market to be the start of a major upswing.

Treasurer John Barbosa reported a balance in the Library Fund investment account of \$316,737.

- 6. Director's Report:** The following is in addition to the report Mrs. Barney emailed to the board:
- a. The library's high-speed fiber telecommunications line was installed this week. The line was funded by a federal Broadband Technology grant, and is managed by the Connecticut Education Network (CEN). Before-and-after speed tests show an increase in both upload and download speed of approximately 300%. All library computers (staff and public) are running on the CEN line, leaving only the wi-fi running on the Charter cable modem.
 - b. A \$1,000 donation meant for the library was sent to the Friends of the Library by IBM.
 - c. She and Jenn Clark interviewed three candidates for the position of part-time cataloger. We have asked the Town's HR manager to make an offer to one candidate.
 - d. Mrs. Barney reminded Board members that she is asking for donations (either money or items) to go in a raffle basket for the Newcomers & Neighbors fundraising event. Newcomers has been very generous in their donations to the library, and Mrs. Barney promised a basket when she accepted a \$1,000 donation from the group last year. She asked the library staff, Board, and Friends to participate.
 - e. The Board agreed that the library would do a "Food for Fines" in recognition of National Library Week (April 8-14).
 - f. Evergreen upgrade: our Open Source integrated library system will be upgraded over the Easter weekend. The library will be closed on Good Friday and Easter Sunday; we will run on the backup system on that Saturday.
 - g. Random House, one of the few publishers to fully support libraries as providers of ebooks, has announced a 300% increase in the cost of ebooks to libraries.
 - h. Records for Project Gutenberg, free ebooks that are in the public domain, will be included in our online catalog in the near future. These are books that are no longer covered by copyright, or books that authors have chosen to make freely available without digital rights management.

7. Old Business:

- a. Brookfield Library Foundation: report deferred to March 28 meeting.
- b. Space Planning: The board considered Mrs. Barney's request to purchase new chairs for the computers, even before any rearrangement of the library is completed. She will bring pricing to the March 28 meeting. Mrs. McIlvaine noted we should consider having any major donations go into the investment fund toward a new library. Mr. Voris reported that he talked to the Ralph Tedesco, the Town Engineer, who expressed willingness to work with the library on possible improvements. The board discussed the possibility of an interior elevator.
- c. Library Identification Road Sign: Mrs. Barney has not spoken with the zoning person responsible for signs.
- d. Nomination for Board Vacancy: no action has been taken.
- e. Town Facilities Planning Committee: The group has been discussing how the needed facilities and improvements (new library, recreation center, and improvements to Huckleberry Hill School) will fit into the Town's bonding structure. A representative of the Committee has been asked to serve on the Four Corners/Town Center Steering Committee, and to consider placing the library or recreation facility in that district. Both Mr. Voris and Mr. Barbosa expressed concern about taking property off the tax rolls and having to buy land for municipal buildings rather than using already-owned property.
- f. Policy Review calendar: In March, Mrs. Messer will bring any revisions to the Patron Behavior Policy to the Board, and Ms. Schilling will discuss Borrowers and Cards. Mrs. McIlvaine will schedule reviews of the Long-Range Plan and the Technology Plan.
- g. Charter Revision Commission: Mrs. Miles reported that the work of the Commission is almost completed. Question 5 reads: "Shall the Town of Brookfield amend the Town Charter to increase full members, eliminate alternates, align with state statutes, and all references on the following commissions: ... Library Board of Trustees nine (9) full members."
- h. Election of Officers: A motion was made (Mrs. Messer), seconded (Ms. Schilling), and passed unanimously to approve the following slate of officers:
 - a. Chairman: Betsy McIlvaine
 - b. Vice Chairman: Chris Landelius
 - c. Treasurer: John Barbosa
 - d. Secretary: Cathy Lasser
- i. Budget presentation to Board of Finance: The Board of Finance will discuss the library's 2012-2013 budget request at 8:00 p.m. on March 21. Mrs. Barney will bring statistics showing the use of the library and its services, and which will demonstrate that the library reflects the needs of the community.

8. New Business:

- a. Historic District Commission letter to the Library Board: deferred to the March 28 meeting..

9. Announcements:

- a. The following board members were reappointed for four-year terms: Elena Goletz, Catherine Lasser, Chris Landelius, and Joann Messer

Motion was made by Mrs. Landelius, seconded by Mrs. Messer, to adjourn the meeting at 9:02 p.m.
Motion passed unanimously.

Meeting Notes submitted by
Anita R. Barney
Library Director