

The Brookfield Library Board of Trustees
Meeting Minutes
Wednesday, May 23, 2012

In Attendance: Betsy McIlvaine, President; John Barbosa, Treasurer; Elena Goletz, Cathy Lasser, Joanne Messer, Kathie Schilling, John Voris; Anita Barney, Library Director; Joni Park, Dottie Miles, Committee for a New Library
Absent with notice: Chris Landelius

The meeting was called to order at 7:30 p.m. by Mrs. McIlvaine

1. Public Comment: There were no members of the public present.
2. Additions to the Agenda: Approval of the job description for the new Administrative Assistant.
3. Approval of April 25, 2012 minutes: A motion was made by Mrs. Schilling to accept the minutes as presented. Mrs. McIlvaine noted several changes: #7 Mrs. Goletz's and Mrs. Messer's names are misspelled; #3 should read "Mrs. Barney will be going to the high school to do library card sign-up." Mrs. Schilling amended her motion to accept the minutes as corrected, seconded by Mr. Voris. Motion passed unanimously, with Mr. Barbosa abstaining.
4. Treasurer's Report: Mr. Barbosa presented the Treasurer's Report through April 2012. No further discussion was had.
5. Director's Report: Mrs. Barney shared a thank you letter from the Odyssey of the Mind team for use of our Community Room. Mrs. McIlvaine noted that she was pleased that the summer reading program was being closely tied to the schools and an attempt made to tie in the high school. She was also pleased that the subscription form for Town Hall's newsletter includes a request for the library's newsletter, and vice versa. Mrs. Barney noted that since the first newsletters with the links went out, our subscriber list has increased by 49. There were no further questions or discussions.
6. Old Business:
 - a. Committee for the New Library: Discussion and decision on recommendation for location of the library. Consultants for the Four Corners/Town Center District have an area designated in their new design for a civic building in the northwest quadrant. Focus groups thought this civic building could be the site of the new library. The board discussed the pros and cons of both possible locations (Four Corners or Town Hall municipal campus). Key points that were discussed: building the new library on property not already owned by the town means buying property and removing it from the tax rolls, pros and cons of locating at Four Corners, raising funds without a picture or schematic of what the new building would look like, timing of the Four Corners planning, availability and affordability of the properties at Four Corners, what to do with the current building after the new library is built.

The Committee for the New Library will continue to look at both sites, work on evaluating where it should be and how big it should be. This committee will work with the Brookfield Library Foundation.
 - b. Space Planning: Mrs. Barney reported that the library purchased a new microfilm reader/printer that is one quarter the size of the current one. The Historical Society will pay half and the Friends of The Brookfield Library discussed contributing to the cost. Mrs. Barney responded to an ad from a library for a free CD shelving unit to replace the current wire rack; it matches the existing CD unit.
 - c. Library Identification Road Sign: Mrs. Barney shared a sketch of the new sign. Mrs. McIlvaine will attend the Historic Commission meeting in June to present the sketch. The price received includes installation but not the cost of lighting. That expense will go before the Board of Selectmen at their June meeting. Mr. Voris made a vote by acclamation to approve Mrs. Barney going before the BOS in reference to the expense of the lighting, seconded by Mrs. Schilling. Vote passed unanimously.

d. Nomination for Board Vacancy: Mrs. Lasser reported that the committee sent a nomination for the board vacancy to the Board of Selectmen for their approval, to be voted on at their June meeting. This will be an alternate member. The Charter Revision Commission is recommending all trustees of the library board be regular members; this proposal will go to the voters in November with other changes to the Town Charter.

e. Town Facilities Planning Committee: Mrs. McIlvaine reported that this committee is meeting to determine the priority of capital items requested by various agencies in town. The committee's final report will be presented at the July Selectmen's meeting. Committee recommendations will include removal of the portable classrooms at Huckleberry Hill Elementary School and replacement with permanent classrooms; a new Parks and Recreation facility; and a new library, not necessarily in that order. Selectman Lasser has created a debt planning schedule for the town that includes these priority items plus pensions, more bonding for the roads, and other items.

f. Four Corners meetings report: This agenda item was discussed in conjunction with item a.

g. Historic District commission letter/library cottage: The library's request to install a sign and the town's request to demolish the cottage will be discussed at the next Historic District Commission meeting on June 7. Mrs. Barney will be on vacation that day; Mrs. McIlvaine will attend.

h. Policy 100 – Borrower Registration and Library Cards: Mrs. Schilling recommended two changes: elimination of paragraph H: New York Borrowers and the addition of Section 10: "The Brookfield Library has the right to revoke or suspend library card privileges for cause." Mr. Voris made a motion to accept the changes as recommended, seconded by Mrs. Goletz. Motion passed unanimously.

i. Finalization of 2012-2013 Library Budget: Mrs. McIlvaine asked if all board members had reviewed the final library budget as approved at the town referendum. After no discussion, Mr. Voris made a motion to accept the budget as submitted to the Town; seconded by Mrs. Goletz. Motion passed unanimously.

7. New Business:

a. Computers in Libraries Conference report: Jennifer Clark, IT Services/Teen Librarian, thanked the board for sending her to this very informative conference. The theme of the conference was Innovation. Creating new services and resources should be libraries' priority, not just maintaining the status quo. The common theme throughout the conference was web design for all mobile devices including iPads, iPhones, and smartphones. The trend in web design is moving away from coding everything and using existing modules such as those in WordPress. Mrs. Clark will be using WordPress to create a new, more creative, and innovative library website. The redesigned web site will be: more visually appealing to the patron; more user friendly, with easier to find resources; will be mobile ready; and will use plugins to extend the website in different ways for the patron; and more interactive. WordPress is open source.

Another large aspect of the conference was the importance of marketing the library on social media sites such as Facebook, Twitter and Pinterest. Many libraries are taking advantage of social media to interact with the community. It was stated that 70% of the info uploaded on library Facebook pages should be general interest info, 20% interacting with the patron and 10% about the library. A discussion was had about the library's use of media sites such as these, the prioritization of what we should be doing with these sites, how to cascade the responsibility of uploading info to these sites throughout the staff. Mrs. Clark stated she has been "tweeting" about two to five times per day and we are slowly getting more followers.

b. Accepting PayPal for program fees: Mrs. Clark explained how PayPal works and why we would benefit from having such an account. She discussed the fees of a PayPal account and how users would pay for these fees. A discussion was had. Mr. Voris made a motion to open a PayPal account in the name of The Brookfield Library, seconded by Mr. Barbosa. Motion passed unanimously.

c. Long Range Plan: Due to the time of evening and the items that needed to be discussed during executive session, it was decided that the Long Range Plan would be discussed at the July meeting.

Mr. Barbosa made a motion at 9:06 p.m. to go into executive session for the purposes of discussing wage increases, seconded by Mrs. Lasser. Motion passed unanimously.

The board came back into regular session at 9:23 p.m.

A motion was made, seconded, and passed unanimously to approve a cost-of-living increase for library staff, as included in the library's 2012-2013 budget.

A motion to adjourn the meeting at 9:25 was made, seconded, and passed unanimously.

Meeting notes submitted by
Donna Crane, Recording Secretary