

The Brookfield Library
Board of Trustees
October 24, 2012

Present: Betsy McIlvaine, Chairman; John Voris, Chris Landelius, Cathy Lasser, Kathie Schilling, John Barbosa, Maizie Jaffe, Joanne Messer; Anita Barney, Library Director

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

Public comment: There were no members of the public present.

Additions to the agenda: Under new business: consideration of Policy 110: patron behavior; charging a fee for no-shows

Additions to the agenda

Minutes of the September 26, 2012 meeting: A motion was made and seconded (C. Landelius, C. Lasser) to accept the minutes of the meeting. A correction was noted in the second paragraph about the library book sale: The Lions Club, not the Food Pantry, purchased books to be available in the food pantry. Under Historic District Commission: the article about the library-owned cottage appeared in the Brookfield Magazine, not in a Housatonic Times article. The minutes were accepted unanimously with those corrections.

Corrections to previous minutes

Treasurer's report: No sales or purchases were made in the investment fund, which is up \$42,000 for the year-to-date. John Voris and Cathy Lasser will serve on the Financial Committee with Treasurer John Barbosa. Mrs. McIlvaine requested a report at the next meeting.

Director's report: Kathie Schilling commented on the fact that Jenn Clark had to cancel this month's programs for teens for lack of registration. Board members discussed ways to increase teen program attendance. Could we create a Teen Advisory Council or a group to reach out to teens to help us promote programs? Board members thought that teens who would serve on that committee wouldn't be the ones other teens would follow. Could we recruit teens to help with library technology for patrons? Mrs. Schilling, Anita, and Jenn will meet to discuss some ideas.

Teen program attendance

Anita reported on the progress of the Health, Wealth, Happiness, and Humor series. For the first session, 55 people attended despite heavy rain (63 were registered). The second program, on financial wisdom, was attended by 45 people. We have received a grant of \$500 from the Brookfield Education Foundation, \$500 from the Friends of The Brookfield Library, \$300 from Attorney Rosemary Jones, and \$50 from another member of the organizing committee. The library is paying only \$150 of the \$1500 charge for Gina Barreca, the speaker for the fourth program.

Health, Wealth, Happiness, & Humor series: grants and donations received

Best of Brookfield: Anita and Jenn staffed the booth at this Chamber of Commerce event at the Candlewood Inn, ably assisted by Chairman McIlvaine and Katherine Van Leeuwen. Jenn was able to use her smartphone as a wi-fi hotspot so we had Internet access on our laptop. Jenn accepted a fine payment from a patron. The Board congratulated Jenn on making the technology work, and Anita for encouraging Jenn. As always at the

Library at Chamber of Commerce Best of Brookfield event

Candlewood Inn, parking was horrible. Anita noted that attendance seemed down from last year.

In other matters, Anita reported that she was contacted by a patron who thinks the library is wonderful; he offered to speak in favor of the library at budget hearings. Anita also reported that Police Capt. Puglisi inquired about using the library cottage to train police dogs. While Board members approved the concept, concerns were noted about the safety of the cottage. John Voris will check with First Selectman Bill Davidson for approval.

Request to use library cottage for police dog training.

Anita noted that she approached the Lions Club to inquire about speaking to them about the library; it's been several years since she met with them. Upcoming events: Tellabration on November 10, Gina Barreca on November 13. Reference Librarian Elizabeth Oedel has started a "foodie" book group, which will meet on November 15 to talk about a memoir by a "soup peddler." Attendees have been asked to make one of the soup recipes from the book and bring it to the meeting.

Space planning: Anita showed Board members printouts of replacement furniture. John Voris reiterated his desire to move toward the design proposed by Kevin McCarthy, which places the Checkout Desk under the cupola, eliminates all book carts, and places patron seating in front of the windows. The report from Mary Louise Jensen suggested this was not feasible, given the space we have, and suggests removing obstacles like the display tables to make a direct path to the Checkout Desk. Cathy Lasser suggested that Anita and staff bring a plan (with costs) to the board.

Space planning

Maizie Jaffe asked about a feasibility study to add an elevator. Anita will contact the Town Engineer for costs and next steps, with the thought of asking for an elevator in next year's capital budget.

Library Director to contact Town Engineer about costs to install elevator.

Library road sign: Anita and Betsy met with Jackie Salame, Chairman of the Historic District Commission, to ask if we can have the road sign made of wood rather than vinyl. Jackie said the HDC had approved the design, so we don't have to re-apply to them. We would still need town zoning approval. Anita requested pricing from Unlimited Signs, but hasn't received a figure yet. The Board approved spending up to \$5,000 for a sign (installed) at a previous meeting.

Historic District Commission Chair approves road sign in wood rather than vinyl.

Town Facilities Planning Committee: The Committee made its final report at the October Board of Selectmen meeting. The report recommended placing the library in the Town Center District (Four Corners) in the space allocated for a Civic Building. The Selectmen had no questions for the Committee.

Facilities Planning Committee makes report to Board of Selectmen. Recommends new library in Civic Building space.

Library Cottage: The Selectmen will need approval at a town meeting for approval to sell it.

Town meeting required to sell library cottage.

Long Range Plan: The library's Long Range Plan is due for revision and updating. We need to consider what the library of the future will look like. Among the topics at the ACLB conference will be the library of "the future." Cathy Lasser suggested holding a special meeting to update the plan.

Library Long Range Plan due to be updated.

New Business:

Plan Annual Budget Request: This is on the Board calendar for November. We have had no guidance from the town regarding the FY2014 budget. Board

FY2014 budget request: preliminary discussion.

members discussed a capital request for installation of an elevator. We need to ask for capital expense to replace the remainder of our computers. Our electronic resources (iConn) is funded by the State; it is possible this line item could be reduced, and we might want to add more local resources. We should consider adding funds for more ebooks.

Fees for No-Shows: This has been discussed more than once. Donna Crane explained that this is more of a problem with crafts programs, where we buy supplies for each participant. If people register and don't show up, we could have allowed those on a wait-list to participate. Suggestions from Board members included placing no-shows on a blacklist. Another suggestion is to create a fund for supplies and eliminate all charges. The library staff will consider changing the email reminder for programs to state that if you register and don't cancel within 24 hours of a program (with certain exceptions), you will not be allowed to register for the next two programs. We've also seen the reverse situation, with people not registering and showing up for programs. This isn't a problem if the staff doesn't need to purchase supplies.

Fees for no-shows at library programs.

Patron Behavior Issues: Anita explained the situation behind a complaint from a patron. In the future, we will require signed parental permission slips for all volunteers for the summer program. The patron behavior policy will be reviewed in November.

Announcements: Kathie Schilling's husband will be transferred to Germany for his job, and the family will join him there. Kathie will be leaving Brookfield at the end of the school year. She will search for a replacement for her position on the library board.

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,
Donna Crane, Recording Secretary