

**The Brookfield Library Board of Trustees Meeting  
Meeting Minutes  
Wednesday, November 28, 2012**

**In Attendance:** Betsy McIlvaine, Chairman; Maisy Jaffe, Chris Landelius, Cathy Lasser, Joanne Messer, John Voris, Anita Barney, Library Director

**Absent with Notice:** John Barbosa, Treasurer; Elena Goletz, Kathie Schilling

The meeting was called to order at 7:30 p.m. by Mrs. McIlvaine. In Mr. Barbosa and Ms. Goletz's absence, Mrs. Messer and Mrs. Jaffe were moved up as regular voting members for this evening's meeting.

**1. Public Comment:** There was no public comment.

**2. Additions to the agenda:** No additions to the agenda.

**3. Approval of the October 24, 2012 minutes:** Mrs. McIlvaine asked for corrections or additions to the minutes. Under Space Planning, Mr. Voris noted that it was space planner Kevin McCarthy's idea, not his, that the library should eliminate all book carts. In addition, because it was not yet officially announced, any information pertaining to Mrs. Schilling should be deleted. Mrs. Landelius made a motion to accept the minutes as amended, seconded by Mrs. Messer. Motion passed unanimously.

Minutes approved

**4. Treasurer's Report:** Mr. Barbosa provided copies of the Treasurer's Report to be distributed to board members. Mrs. Barney distributed the library's year-to-date financial report to trustees.

Treasurer's  
Report/Year to Date  
Budget report

**5. Director's Report:** There were no questions from the Board about Mrs. Barney's written report. The following are additions to her original report:

- a. **Closing due to storm:** The library closed at 11:00 a.m. the day of the storm and remained closed till Wednesday morning, when power was restored. Mrs. Barney noted that the library is not on the town's list of emergency facilities for heat, water and power. Mr. Voris made the suggestion that Mrs. Barney speak with the Chief of Police about being included on that list.

Storm Closing

Mrs. McIlvaine informed the board that the state library is trying to get generators for public libraries, and is also encouraging towns to purchase generators for their public libraries.

- b. **Bed Bug Testing Facility:** The library will be used as a training facility for canine bed bug detection. The organization will bring in two beagles and bed bugs in a closed container. The beagles will sweep the library first for bed bugs then the containers will be randomly placed and the dogs will be taught to find them.

Bed Bug Testing  
training facility

<p>c. <b>Savings through CLC:</b> Starting this year, CLC will be reporting to member libraries how much money the libraries have saved with contracts CLC negotiates with library vendors. Last year, our library saved over \$70,000 just in book purchases (discounted prices over list prices).</p>	Savings by CLC
<p><b>6. Old Business:</b></p>	
<p>a. <b>Space Planning:</b> No report this month.</p>	Space planning
<p>b. <b>Library Identification Road Sign:</b> Mrs. Barney received a price of \$3,998 from Unlimited Signs, which is within the amount budgeted by the board. Since the ground is not yet frozen, Mrs. Barney will contact Adam about installing the sign ASAP. The Board instructed Mrs. Barney to proceed with the sign.</p>	Library to proceed with road ID sign.
<p>c. <b>Town Facilities Planning Committee:</b> The final report of the committee was presented to the BOS at their October 2012 meeting. The report will be an agenda item at the December 3 Board of Selectmen meeting.</p>	Facilities Planning report on 12/2/12 BoS agenda.
<p>d. <b>Library Cottage:</b>  i. <b>Sale:</b> The Board of Selectmen announced at their last meeting that the cottage will be placed for sale by auction. Prior to the auction, a town meeting must be called to approve the sale.</p>	Library Cottage to be sold at auction; town meeting required.
<p>ii. <b>Use Cottage for Training:</b> Mr. Voris was contacted by the Brookfield Police in reference to using the cottage as a training facility for drug-detecting canine teams. Mr. Voris contacted First Selectman Davidson, who refused permission; the cottage is not a safe location for such training. Mr. Voris followed up with the police chief and captain.</p>	
<p>e. <b>Long Range Plan:</b> The Board will meet as originally scheduled on December 19, with emphasis on the 2013-2014 budget. Preliminary plans include a capital request for replacement of the remaining computers, and possibly planning for, and installation of, an elevator. The 9 January meeting will be to finalize the budget and discuss the strategic plan. The budget is due to the Controller by January 14. If discussion about the strategic/long-range plan is not completed at that meeting, the Board could meet on January 23, the regular meeting date.</p>	Long range plan discussion postponed to Jan. 9 meeting.
<p>f. <b>Policy 110 review:</b> A discussion of Policy 110 was had by board members. On page one, Mrs. Barney made minor grammatical corrections. Page three, section 3 first sentence reworded to read: Whenever any patron fails...</p>	Board Policy 110 review

A lengthy discussion was had in reference to page two, section two,

number seven. Number seven, third paragraph, first sentence should be changed to: "No child under age 12 shall be left in the library without supervision for any reason." Paragraph four should be changed to: "Parents, guardians or caregivers should be aware of library opening and closing times and make arrangements to meet and transport children ages 12 and up fifteen (15) minutes prior to closing time. Children ages 12 and up remaining at the library fifteen (15) minutes before closing time will be instructed to call their parent/guardian/caregiver from a library telephone. The Brookfield Police department will be called at closing time if any child/children remain. Two staff members will remain with any child/children until the Brookfield Police or a parent/guardian/caregiver arrives."

It was decided that Mrs. Barney will call Chief Montgomery for assistance in writing this part of the policy. This policy will be reviewed and voted upon at the December regular meeting.

- g. No-shows at programs:** After much discussion, it was decided that if a patron signs up for a program that had a materials fee, does not cancel, and does not attend, the materials fee will be charged to the person's library card. If a patron signs up for a *free* program and does not attend, that patron's name will be placed at the bottom of the wait list for the next program that they sign up for and will remain on wait lists until they sign up and attend a program. Donna Crane will send out an email, informing patrons of this new agreement.

No-shows at programs

The number of registered no-shows will become part of the monthly statistical report beginning January 1, 2013.

- h. Teen program attendance:** Mrs. Barney reported that the Chocolate Bling program was well attended. After January 1, Teen Services Librarian Jenn Doyon will contact Brookfield High School to coordinate teens to provide technology training for library patrons. Ms. Doyon will also contact the high school librarian about putting together a teen advisory board.

Teen Program Attendance

## **7. New Business:**

- a. Plan budget request:** Board members have decided to include a request for replacement computers each year in the budget request so that computers are replaced on a three year cycle. The board also wants to include a capital request for the installation of an elevator within the library building. Mrs. Barney contacted Ralph Tedesco, Director of Public Works to assist in estimating the cost for an elevator. Mr. Tedesco indicated that an architect and structural engineer would have to be consulted in order to arrive at an estimate

Plan Budget request

for an elevator. It was decided that the board would suggest to the town a capital budget expense of \$80,000 for the installation of the elevator and \$10-15,000 in the library budget for the architectural design.

**b. Endowment Fund Allocation Committee report and**

**recommendation:** This committee report was postponed to the December regular meeting.

Endowment Fund  
Allocation Committee  
Report

**9. Announcements:** Mrs. McIlvaine reported that several line items in the State Library budget will be affected by the total budget cut. The CLA lobbyist suggest that libraries invite legislators to visit. Mrs. Barney suggested inviting David Scribner to the library, as well as the Board of Selectmen and Board of Finance.

State Library Budget  
Cut

Meeting adjourned at 8:37 p.m.

Respectfully submitted by  
Donna Crane  
Recording Secretary