

**The Brookfield Library Board of Trustees Meeting
Meeting Minutes
Wednesday, December 19, 2012**

In Attendance: Betsy McIlvaine, President; Maizie Jaffe, Cathy Lasser, Kathie Schilling, John Voris; Anita Barney, Library Director

Absent with prior notice: John Barbosa, Treasurer; Elena Goletz, Chris Landelius, Joanne Messer

The meeting was called to order at 7:30 p.m. by Mrs. McIlvaine. In Mr. Barbosa and Mrs. Goletz's absence, Mrs. Jaffe and Mr. Voris 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: A motion was made (J. Voris), seconded (C. Lasser), and approved unanimously to approve the minutes as submitted.

Minutes approved

4. Treasurer's Report: No report was provided in the absence of the Treasurer.

Treasurer's Report

5. Director's Report: There were no questions about Mrs. Barney's emailed report. The following are additions to her original report:

a. **Housatonic Times newspaper:** When asked, Mrs. Tessier, editor of the Housatonic Times, replied that the newspaper is no longer sending free copies to libraries and contributors. We have now subscribed (\$38/year).

Housatonic Times Newspaper

b. **Pest issue:** The Community Room kitchen, staff kitchen, and store room have been infested with mice. Mrs. Barney requested that the town bring in an exterminator, at a cost to the library of \$90.

Pest issue

c. **Town Hall holiday hours:** The 3:00 p.m. holiday closing for Christmas Eve and New Year's Eve approved by the board were changed by the First Selectman. Town Hall and all Town Departments will close at 1:00 p.m. on both days. Part-time staff will be paid until 3 p.m. as originally scheduled.

Town Hall holiday hours

d. **Outside Donations:** The Library received a donation of \$1,000 from the Goodman Foundation.

Outside donation

6. Old Business:

a. **Space Planning:** Mrs. Barney reported that she and several staff members met to discuss space planning. Our two reference librarians

Space planning

are considering a double desk vs. two separate desks, both in the Adult area. Curt Johnson, an architect, came to survey the inside of the library in an attempt to provide some space planning ideas. She has not yet received his report. Mrs. Barney would like to have the interior trim painted when we re-design. Concerns were raised about the fact that both automatic doors open at the same time, allowing cold air to drop the temperature inside. Mrs. Barney will consult with the town maintenance staff.

b. Library Identification Road Sign: Mrs. Barney met with Alice Dew, Land Use, at town hall. Mrs. Dew gave Mrs. Barney all the paperwork to be filed for approval of the sign; some of which will filled out by the sign company. The Board agreed that Mrs. Barney has authority to sign the paperwork as the agent for the building. Once the sign is installed, the library will have an unveiling and invite our state representatives, Board of Selectmen, and Board of Finance.

*Library Identification
Road sign*

c. Town Facilities Planning Committee: The final report of the committee was given to the Board of Selectmen at their December 2012 meeting. The Board discussed requesting town funding for a study to design the library of the future. The board is interested in finding ways to create a new library at Four Corners, (multiple floors in the 10,000 square foot footprint shown in the Town Center District design). Board members requested talking points to demonstrate the need for a new library so they can serve as advocates for the facility. These data points will be discussed further as part of the long range planning.

*Town Facilities
Planning Committee*

d. Library Cottage: The Board of Selectmen have agreed that the cottage will be put to auction. A Town Meeting is required for approval to sell Town-owned property.

Library Cottage

e. Policy 110 review: After board members reviewed the changes, Mrs. Lasser made a motion to accept the revisions to the policy as modified, seconded by Mrs. Schilling. The motion passed unanimously.

*Board Policy 110
review*

7. New Business:

a. Plan budget request: The 2014 library budget is due to town hall by January 14. Mrs. Barney asked for salary increase guidance, which was not available from the Human Resources Dept. The board discussed adding more hours for shelvers. Expenses for a consultant to help define the library of the future, and funds to replace the remainder of our computers will be requested under Capital Expense. It was discussed and decided that the new elevator would be requested in the town's capital improvement budget.

Plan Budget request

b. New Policy needs: Mrs. McIlvaine asked board members to review current policies to see if any new policies are needed. One possibility is a policy to govern large donations made to the library.

New Policy needs

c. 2013 Meeting Schedule: The Board set the following schedule for 2013:

*2013 Meeting
Schedule*

January 9 (special meeting)

January 23

February 27

March 27

April 24

May 22

June 26

July 24

August 28

September 25

October 23

November 20

December 18

January 8, 2014 (budget meeting)

January 22, 2014

9. Announcements: None

Announcements

Meeting adjourned at 8:47 p.m.

Respectfully submitted by
Donna Crane
Recording Secretary