

**The Brookfield Library Board of Trustees
Special Budget Meeting
Meeting Minutes
Wednesday, January 9, 2013**

In Attendance: Betsy McIlvaine President, John Barbosa, Treasurer, Maisie Jaffe, Chris Landelius, Cathy Lasser, Joanne Messer, Anita Barney, Library Director

Absent with prior notice: John Voris, Kathy Schilling, Elena Goletz

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

Mr. Barbosa handed out the November financial report for board members to review for the January 23 regular meeting. It was noted that Mrs. Lasser will not be in attendance at that meeting.

1. Public Comment: There was no public comment.

2. 2013-2014 Library Budget Review: Mrs. Barney distributed a preliminary library budget for members to review. Board members asked that after the discussion, Mrs. Barney resend them the budget and to add percentage increases for like items and percentage increases without the extra expense of janitorial services.

Overall Changes to Draft Budget: Mrs. Barney noted the following changes to the draft budget year over year: Utilities Expense is up by \$10,200 due to a shift in cleaning service expense from the Public Works budget to the library budget; Office Expense is increased due to need; Automated Services Expenses are down due to software changes. Mrs. Barney anticipates a decrease in income from Fines and Fees with the increased patron use of the software that notifies patrons when items are about to be due.

Changes in budget from 2011/2012 to 2012/2013

Employee Salary increase: Board members directed Mrs. Barney to submit a budget with a 3% increase in staff salaries. Mrs. Barney will also ask for 3 additional hours per week for shelvers.

Employee Salary Increase

Capital Expenses: Capital Expense categories include vehicle replacement, technology, building and site renovations, road and paving, support equipment and land/building acquisitions. Mrs. Barney received an email from Ralph Tedesco, director of Public Works. He plans to include the following library items in his capital budget: paving the parking lot, a new roof, replacement of underground oil tank, heating and air conditioning upgrades, restroom upgrades, and painting. Mrs. Barney informed Mr. Tedesco (yet again) that paving the path to the Community Room is an immediate safety need. She also requested better lighting for the parking lot and lights along the path to the community room. She also repeated the need for new, taller ADA-compliant toilets for the public restrooms. Mrs. Barney also discussed an upgrade to the library's phone system, but feels it could be done in this year's budget.

Capital Expense – building and site renovations

Board members decided that a request for \$100,000 will be included in the capital expenses line for installation of an elevator between the main and lower floor. Mrs. Barney has a meeting with architect Curt Johnson and a structural engineer on

Elevator study

January 11 to discuss the possibility.

Technology: It was agreed that the submitted budget would once again include 1/3 replacement costs for computers in the library. This amount would replace the remaining computers, purchase new monitors, and add at least one Mac computer in response to patron requests.

Technology

Land Acquisition: The board felt that the new library building was already included in the capital plan of the town. Mrs. Barney will check with Selectman Howard Lasser, who was part of the Facilities Planning Committee, for the timing and amount already considered for a new library. It was suggested that the Town Planner should hire a consultant to consider the advantages of having the library in the town center.

New Library Building

A motion was made by Mrs. Landelius to accept the proposed 2013-2014 budget as amended, seconded by Mrs. Messer. Motion passed unanimously.

Budget Motion

3. Long Range Plan: Board members reviewed the Long-Range Plan that was originally created for the library in 2002. It was updated in 2009 for submission with the State Library Construction Grant. The Long Range Plan will be reviewed yearly from now on. This Long Range Plan covers library services, not the library building.

Long Range Plan
Summary

Mrs. Barney will make all discussed changes and send the revised version to board members for their review and discussion at the next regular meeting.

4. Announcements: None

Meeting was adjourned at 9:10 p.m.

Respectfully submitted by
Donna Crane,
Recording Secretary