

The Brookfield Library
Board of Trustees
January 23, 2013

Present: Betsy McIlvaine, Maizie Jaffe, Kathie Schilling, Chris Landelius, John Voris, John Barbosa; Anita Barney, Library Director

Absent with prior notice: Elena Goletz, Joanne Messer, Cathy Lasser

The meeting was called to order by Chairman McIlvaine at 7:32 p.m.

There was no public comment.

Additions to the agenda:

- Add to Old Business: Long-Range Plan
- Add to New Business: Request from CT Library Association Legislative Committee to support legislation concerning ebooks

A motion to approve the minutes of the January 9, 2013 meeting was made (C. Landelius), seconded (M. Jaffe) and passed with one abstention (K. Schilling).

Treasurer's Report: The library investment fund has seen an increase of approximately 12% in the past year. Mrs. Barney distributed the year-to-date expenses/income report.

Director's Report: Mrs. Barney reported that she had met with Police Captain Jay Purcell about the need for a panic button. They decided that, given the number of available telephones and separate staff areas, panic buttons are not needed.

Additions to Director's Report: Mrs. Barney was invited to join the town committee which will design the new mosaic in Town Hall. She was also invited to join the Brookfield Craft Center's transition committee. She is working with the Public Works Department to get the parking lot lights fixed. Mrs. Barney noted that the library needs a new phone systems, and is investigating costs.

Mrs. McIlvaine introduced guest Nancy Carroll, who is considering applying for the upcoming board vacancy.

Old Business:

Library Budget: The library budget has been submitted to the Controller. Included is a \$100,000 request in the Capital Budget for installation of an elevator, as well as \$10,000 to replace the balance of the library's computers. Board members noted that the library budget is approximately 1% of the Town budget.

Space planning: Mrs. Barney received a letter from Curt Johnson, the architect who visited the library with a structural engineer. The only feasible place for an elevator they found would be between the entrance door and the door to the staff workroom, descending into the staff lunchroom. Mrs. Landelius stated she feels handicapped-accessible restrooms are more important than an elevator. Mrs. Barney will ask Mr. Johnson for an estimate for the cost of the first phase of the work to install an elevator, and for his suggestions for a redesign of the interior.

Additions to agenda

Panic buttons: not needed

Need for new telephone system

Budget submitted; includes \$ for PCs and installation of elevator in Capital Exp.

Board members expressed concern about the lack of ADA (Americans with Disabilities Act) compliance. Comment was made that if a certain percentage of modifications are made, the entire building must be brought to code and ADA standards. Mrs. Barney will investigate the possibility of grant funds for ADA compliance.

Grant for ADA compliance to be sought

Roadside sign: On hold until spring, when the ground thaws.

Library cottage: Following a Town Meeting for approval, the property will be auctioned on March 16.

Library cottage to go to auction 3/16/13

New Business:

Long Range Plan: Following discussion, a motion was made (C. Landelius), seconded (J. Voris), and passed unanimously to approve the 2013-2016 Long-Range Plan. The plan will be reviewed annually, and will be available on the library's web site.

2013-2016 Long-Range Plan adopted

Endowment Fund: The policy will be reviewed at the February meeting.

New Policy on large donations: Mrs. Barney and Mrs. Jaffe have investigated other libraries' policies. Following discussion, it was decided that Mrs. Jaffe and Mrs. Barney will create both a policy and a brochure to explain the choices a donor can make, differentiating among the library itself, the Library Foundation, and the Friends of the Library.

Create policy and brochure for donations

Nominations for Officers: Mrs. Lasser and Mrs. Messer will present a slate of officers at the February meeting.

Nominations to be presented at Feb. meeting

Connecticut Library Association Legislative Committee: Representative Sear has raised a bill to require ebook publishers to sell books to libraries, and at the same price they sell to individuals. Some publishers such as Penguin won't sell ebooks to libraries at all. Mrs. McIlvaine will write to area legislators in support of this legislation, and requested board members to do the same.

CLA Legislative Comm. seeking support for ebooks bill.

Announcements: None

Other business: Board members discussed holding an open house/reception for Board of Selectmen and Board of Finance members, some time before election season but after budget season.

Meeting was adjourned at 8:51 p.m.

Meeting notes submitted by
Donna Crane, Recording Secretary