

**The Brookfield Library  
Board of Trustees  
Meeting Minutes  
Wednesday, February 27, 2013**

**In Attendance:** Betsy McIlvaine, Chairman; John Barbosa, Treasurer; Chris Landelius, Vice Chairman; Joanne Messer, Maisie Jaffe, Cathy Lasser, Kathie Schilling, John Voris; Anita Barney, Library Director

**Absent with prior notice:** Elena Goletz

**Guests:** Jan Furlong, Evelyn Gribbin, Friends of The Brookfield Library

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

There was no public comment.

**Additions to the Agenda:**

a. ACLPD Invoice

A motion to approve the minutes of the January 23, 2013 meeting was made (C. Landelius) seconded (J. Voris) and passed with two abstentions (K. Lasser, J. Messer).

Treasurer's Report: Mr. Barbosa will send out the Treasurer's report following the meeting.

**Director's Report:**

Additions:

- Mrs. Barney reported that Jennifer Doyon, our Teen Services librarian, is planning to start a Teen Advisory Board.
- We were able to sell the old computers that were replaced using Town Capital funds for a total of \$1,035. This money was used to purchase a new color laser printer for staff use.

The Connecticut Library Consortium is discontinuing its credit card program, which allowed each library to have a American Express credit card in the Director's name to be used for library business. Mrs. Barney is applying for a library credit card through Union Savings bank.

**Old Business:**

Space Planning: Mrs. Barney received quote of \$8,500 from Curt Johnson of Zarecki & Associates Architects in reference to a study for an elevator in the library. Board members believe a study may have been done in the past. Mrs. McIlvaine will research this issue. Mrs. Landelius suggested requesting another proposal for comparison. This study would include the elevator, the parking lot and ADA-compliant bathrooms. Mrs. Barney spoke with Tom Newman at the State Library; there are currently no grants for ADA compliance.

Board members expressed concern about personal liability if someone is injured in the library, especially on the steps leading down to the community room. Mrs.

Additions to agenda

Approval of minutes

No Treasurer's report

Teen Advisory Board creation

Old PCs sold

Library Credit Card applied for.

Proposal received for study on elevator

ADA compliance grants no longer available.

State statutes limit the liability of board members.

Mcllvaine, Mrs. Lasser and Mrs. Barney explained the state statutes and town insurance coverage of board members.

Mrs. Barney is still waiting for a quote from Mr. Donnelley from Superior Office products for desks and other furniture for the library.

Library Identification Road Sign – On hold till spring.

Library Cottage Sale and Town Meeting: A public hearing and town meeting were held regarding the sale of the cottage. At both meetings, the sale was approved. The auction will be held on March 16.

Telephone system: Mrs. Barney received three proposals for phone systems for the library ranging in price from \$5,500 to \$6,500, with one at \$3,000. Mr. Barbosa will give Mrs. Barney the name of another company to look into refurbished systems. Mrs. Barney will also consult with the town personnel in charge of IT/phone systems in the decision, and will bring a purchase recommendation to the March meeting.

New Policy Needed – Large Donations proposal: Mrs. Barney and Mrs. Jaffe presented the board with a written policy for large donations. Jan Furlong and Evelyn Gribbin from the Friends were invited into the discussion. The policy was reviewed, changes were made and Mrs. Barney will submit a revised policy at the next meeting.

Open House for BOS and BOF: Board members discussed once again holding an open house/reception for the Board of Selectmen as well as the Board of Finance and Board of Education members. Members discussed sponsoring a roundtable or forum discussion for the Board of Selectmen between the Town meeting and the budget referendum. Mrs. Barney will contact the First Selectman in reference to this.

Sometime after the referendum, the board will invite the Board of Selectmen and Board of Finance to an open house to enlighten them on our resources.

Budget presentation to Board of Selectmen: Mrs. Barney met for a brief time with First Selectman Davidson to present and discuss the library budget that was submitted.

**New Business:**

Endowment Fund allocation committee report and recommendations: Mr. Barbosa compared the endowment fund allocation to three other well-performing funds. Wells Fargo outperformed two out of the three. He recommended leaving the funds with Wells Fargo; all members agreed.

Election of Officers: Mrs. Lasser and Mrs. Messer presented the following slate:

- Betsy Mcllvaine – Chairman
- Chris Landelius - Vice Chairman
- Cathy Lasser – Treasurer
- John Voris - Secretary

A motion to approve the slate of officers was made (J. Barbosa), seconded (K. Schilling) and passed unanimously.

Sale of the cottage approved at town meeting

New phone system proposals received. Proposal at March meeting.

Large Donation Policy will be revised and reviewed at the next meeting.

Library to sponsor a round table discussion for BOS in May

Open house for BOS and BOF to be set after the referendum

Endowment fund will remain with Wells Fargo

Slate of officers was presented, approved and voted into office.

A motion to elect the presented slate of officers was made (J. Barbosa), seconded (K. Schilling) and passed unanimously.

A list of new officers and meeting dates will be forwarded to the Town Clerk's office.

Announcements:

The Brookfield Patch's article "What do you love best about Brookfield" brought many good comments about the library and staff.

Representative Sears' bill in reference to selling eBooks to libraries garnered a public hearing.

Governor Malloy's budget proposed a major cut for the Connecticard program, which provides a small payment to libraries to lending material to residents of other towns. The library community fears this will endanger this program, which has been in place since 1978.

The Advisory Council for Library Planning and Development (ACLPD) is setting up a task force to revise the space planning needs document. Mrs. Barney is planning to volunteer for this task force, representing either Bibliomation libraries or medium public libraries.

Meeting was adjourned at 8:40 p.m.

Respectfully submitted,  
Donna Crane, Recording Secretary