

**The Brookfield Library
Board of Trustees
June 26, 2013**

Present: Betsy McIlvaine, Chairman; Joanne Messer, John Voris, Maizie Jaffe, Chris Landelius, John Barbosa; Library Director Anita Barney

Absent with prior notice: Cathy Lasser

The meeting was called to order at 7:33 p.m. by Chairman Betsy McIlvaine.

Additions to the agenda: Mrs. McIlvaine asked that an executive session be added at the meeting to discuss real estate issues associated with the new library.

A motion was made (C. Landelius), seconded (J. Messer) and passed unanimously to accept the minutes of the May 22, 2013 meeting of the Library Board.

Treasurer's Report: C. Lasser emailed the April financial report to trustees and will forward May's report ASAP. Due to her absence, there was no Treasurer's report.

*No April or May
Treasurers report filed.*

Director's Report: In addition to her report, Mrs. Barney noted that we have hired an assistant for Teen Programming. Her name is Lauren Howard, she resides in Easton and works part time in Bethel Library. Ms. Howard begin work on Monday, July 1. She will work 4 hours/week in July and August, and 2 hours/week the rest of the year.

*Teen programming
assistant hired.*

The summer concert series begins Sunday, June 30 with Carnaby Street, performing the music of the British Bands of the 60s. This concert was sponsored by Matson Financial Advisors.

*June 30 concert
sponsored by Matson
Financial advisors.*

July at the library will be "Digital July." Mrs. Barney and Katherine Van Leeuwen reviewed this year's financial statements and discovered we could subscribe to an online magazine service called Zinio. Mrs. Barney distributed a list of magazine titles. The Friends have been to contribute an additional \$1,000 to purchase more titles. The cost is \$1,500 for content and \$1,500 for access fee each year. We have also subscribed to DearReader, an online book club. It also provides new title recommendations and author interviews.

*New subscription to
Zinio, an online
magazine database,
and Dear Reader, an
online book group
service.*

Lastly, Mrs. Barney and Mrs. Van Leeuwen decided to eliminate Muzzy, the online language program for children, and to switch to Little Pim, a different online language program for kids from Pimsleur.

*Subscription to Little
Pim, an online
language tutorial for
kids.*

Old Business

Space Planning: The committee had nothing new to report.

Library Identification Sign: Mrs. Barney reported that the library is now waiting for the subcontractor to dig and install the footings. The sign should be completed by mid-July.

*Library sign to be
installed by mid-July.*

Library Cottage: Mrs. Barney reported that the cottage was once again in the newspaper. The selectmen have ordered perc tests and plan to set a new auction date with a lower starting bid.

Library cottage to go to auction again.

Telephone System: The new phone system was installed this week and is working well. Mrs. Barney believes we have enough funds in this year's budget to pay the balance due on the invoice.

New phone system installed, working well.

Nominating Committee: Replacement for K. Schilling, E. Goletz – Jaffe and Messer: M. Jaffe reported that they have a possible candidate: Alex Smolnik. A discussion was had regarding moving Mrs. Messer to a regular member from alternate. A motion was made (C. Landelius), seconded (J. Voris) and passed unanimously to move Mrs. Messer to regular member status. Mrs. McIlvaine asked Mrs. Messer to complete a brief bio form and send it to the First Selectman by Monday, July 1. Mrs. McIlvaine will also send a letter of recommendation for Mrs. Smolnik to the First Selectman's office by July 1.

Replacement have been found and agreed upon for K. Schilling. Mrs. Messer moved to regular member.

New Business

New Library Site Possibilities: To be discussed during executive session.

Future Library Planning: Mrs. Barney and Mrs. McIlvaine attended a statewide meeting to revise space planning guidelines for libraries in the future. Connecticut was one of the states selected for a pilot program, LibraryEdge. New Milford library will be one of the test libraries. LibraryEdge could help with the planning of Brookfield's new library layout.

Mrs. Barney and Mrs. McIlvaine attended the second Library Space Planning meeting.

Investment Strategy Policy: K. Lasser – Postponed till August

Announcements: Mrs. McIlvaine announced there would be no meeting in July unless an issue that needs immediate attention comes up. She will be out of town for that meeting and Mrs. Landelius would run the meeting.

No July Board of Trustees meeting.

A motion was made (J. Voris), seconded (C. Landelius) and passed unanimously to go into executive session at 8:00 p.m.

Motion for executive session passed unanimously.

The Board came out of Executive Session at 8:31 p.m.

The meeting was adjourned at 8:35 p.m. The next scheduled meeting will be August 28, 2013.

Respectfully submitted,
Donna Crane
Recording Secretary