

**The Brookfield Library  
Board of Trustees  
October 23, 2013**

**Present:** Betsy McIlvaine, Chairman; Joanne Messer, John Voris, Maizie Jaffe, Chris Landelius, Ilga Parris, Alex Smolnik; Library Director Anita Barney; Alice Carolyn, New Library Committee

**Absent with Notice:** Cathy Lasser

**Absent Without Notice:** John Barbosa

The meeting was called to order at 7:31 p.m. by Chairman Betsy McIlvaine.

**Public Comment:** Mrs. McIlvaine thanked John Voris, Maizie Jaffe, and Mrs. Barney for attending the town regarding the library cottage.

**Additions to the agenda:** Mrs. McIlvaine added "Financial Committee" under New Business.

*Financial Committee added under new business*

A motion was made (C.Landelius), seconded (J.Messer), and passed unanimously to approve the minutes of the September 25, 2013 meeting

*9/25/13 minutes approved*

**Treasurer's Report:** Mrs. Lasser will provide a report next month.

*No financial report this month.*

**Director's report:** Mrs. Barney asked for questions on the report she submitted. Mr. Voris questioned why the heating/cooling system was being looked at if the Town cannot find funds in the budget for new toilets and hand dryers. It was noted that the heating system was converted in the 80s from electric to oil, but nothing has been done since. It was decided that this item would be further discussed under New Business.

*Director's Report*

In addition to her report, Mrs. Barney reported that the Friends of The Brookfield Library dinner is next week and invited board members to attend. We are hosting a Homebrew 101 program on November 8. The ACLB (Association of CT Library Boards) annual meeting is Friday, October 25, and Mrs. Barney, Mrs. Parris and Mrs. McIlvaine will be attending.

*Friends Dinner*

*Brew your own Beer*

*ACLB Annual meeting*

Mrs. Barney distributed the first quarter financial report for the library. A discussion was had in reference to the FY 2013 budget report. Mrs. Barney explained that the \$10,000 donation that was received in FY11 was supposed to have been restricted, but was not; the balance appears in the fund balance for the library. Expenses such as the new sign were to have come from that donation, but appear as an expense in the financial reports.

*Annual budget and first quarter financials*

**Old Business**

**Space Planning:** no update

*No update for space planning*

**Library Cottage:** The auction for the library cottage was approved at the town meeting attended by Mrs. Barney, Mr. Voris, Mrs. Jaffe and Mrs. McIlvaine. The auction is set for Friday, November 8, 9:30 a.m. at the library. Discussion was held in reference to cleaning out the barn. Mrs. Barney will request that the town remove any and all old furniture stored in the barn.

*Library cottage auction date set for 11/8 @ 9:30 a.m.*

**New Library Committee and Library Foundation:** Mrs. Jaffe updated the board on her proposed timeline that was submitted to the trustees last month. Mrs. Jaffe attended the New Library Committee meeting to present this timeline to them. It was noted that Dottie Miles will be pulling back from some of the responsibilities of the New Library Committee but will still be an active member. Alice Carolan will join the board of the Library Foundation. The workings of the New Library Committee and the Library Foundation board was explained to Mrs. Carolan.

*Update on Maizie Jaffe's proposed time line for a new library*

*A. Carolan to replace Dottie Miles on the Library Foundation Board.*

Members of the New Library Committee will be present at the November Board of Trustees meeting to discuss Mrs. Jaffe's timeline, their ideas, and the potential direction of their task. Mrs. Parris has volunteered to be a member of the New Library Committee, as well as the liaison between the committee and the Board of Trustees.

*New Library committee to attend November Trustee's meeting*

*Illga Parris joins New Library Committee member; liaison between the committee and Board of Trustees*

Mrs. McIlvaine attended the First Selectman Candidate debate on October 21. One of the items discussed was building of the new library and where it should be located. Mrs. McIlvaine reported that both candidates agreed it should be built in the Town Center District, but didn't address funding.

*Location of the new library discussed during candidate debate*

Mr. Voris suggested that the members of the Committee for a New Library and the Library Foundation board members attend next month's Library Board meeting to discuss the role each board/committee should play in building a new library. Mrs. McIlvaine reported that she will meet with both committees/boards, along with Mrs. Jaffe, and report back to the board at November's meeting.

*Mrs. McIlvaine to meet with New Library Committee and Foundation Board*

**New Business:**

**Investment Strategy Policy:** Mrs. Lasser was to report to the board on this. The board will create an investment review committee, led by Mrs. Lasser, to review the investments made and decide if the Library Fund is being invested properly.

*Creation of Investment committee*

**Budget Planning:** The budget is to be submitted to the Board of Selectmen by January 15, 2014. The following list was created to be discussed in November and December for inclusion in the budget:

*List of items to be included in the 2014 budget*

Capital Expenditures:

*Capital Expenditures*

- New heating/cooling system
- Making the restrooms fully handicapped-accessible
- Installation of an elevator
- Lights on the new sign
- Interior painted
- Parking lot paved and re-lined
- Installation of a generator
- Lights or lamp posts on secondary driveway
- Technology: need for category 6 wiring (estimated cost \$10,000)

**Staffing:** The increase in staffing that would be required for a new building with more space and materials/computers/supplies, etc. was discussed. Mr. Voris noted that if the increase occurred one to two staff members at a time, the new staff would be trained and ready to go once the new building was opened. Mrs. Smolnik noted that these positions did not have to be hired as full time at this point. Trustees also discussed a new technology center as part of the new library with a plan for staffing. Mrs. Barney proposed moving Jennifer Doyon out of teen

*Increase in staffing*

*Estimates for list to be presented at November meeting.*

planning and programming and into full time technology and teaching, necessitating the hiring of a part-time Teen Services Librarian..

Mrs. Barney has been asked to supply the Trustees estimates for the items listed above, including increased staffing.

**Financial Review Committee:** This committee is being created to follow the new policy of annual reviews of Library Fund investments. This committee will be chaired by Cathy Lasser, along with John Barbosa. Mrs. Parris volunteered her husband, Hubert Parris, a financial planner, to advise if asked.

*Creation of the Financial review committee.*

**Library Edge Program:** This is a nationwide program that assesses technology and how it impacts a library's strategic plan. Connecticut was chosen as one of the states to pilot the program, with 19 Connecticut libraries participating. With the first round completed, it was announced at the ACLB meeting that the program is now open to all libraries. Mr. Voris noted that he would like the library to participate and would like to place Jennifer Doyon in charge of it. Mrs. Smolnik volunteered to help also. Mrs. Barney had already planned to take advantage of this new assessment tool.

*Library to participate in ACLB Edge Program.*

**Announcements:**

**Candidate Forum at the Library:** To be held 5 - 7 p.m. on October 27, moderated by Aaron Boyd of Brookfield Patch. 17 candidates are confirmed to attend.

The November meeting will be Wednesday, November 20. Mrs. Landelius will not be in attendance. The December meeting will be December 18. There is a special meeting set for budget discussion and preparation on January 8, 2014, with the regular January meeting taking place on January 22. All meetings will begin at 7:30 p.m.

Motion was made by Mr. Voris, seconded by Mrs. Landelius to adjourn the meeting at 8:43 p.m. Motion passed unanimously.

Respectfully submitted,

Donna Crane, Recording Secretary