

**The Brookfield Library
Board of Trustees
November 20, 2013**

Present: Betsy McIlvaine, Chairman; John Barbosa, John Voris, Maizie Jaffe, Ilga Parris, Alex Smolnik;
Library Director Anita Barney

Absent with notice: Chris Landelius, Joanne Messer, Cathy Lasser

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

Public Comment: None

Additions to the agenda: None

Mrs. McIlvaine asked for any comments or questions on the minutes of the 10/23/13 meeting. Mrs. Jaffe asked that the first sentence under New Library Committee and Library Foundation read "Mrs. Jaffe spoke to members of the New Library Committee..." and the first sentence of the second paragraph to read "Members of the New library Committee will be invited to ..." Mrs. McIlvaine also noted a spelling error.

*10/23/13 minutes
approved as amended.*

A motion was made by Mr. Voris, seconded by Mr. Barbosa, to approve the minutes of the October 23, 2013 meeting as amended. Motion passed unanimously.

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

No financial report this month.

Director's report: Mrs. Barney asked for any questions on the report she submitted; there were none. Mrs. Barney noted she attended a State Library-sponsored meeting on emergency preparedness. As a result of this meeting, Mrs. Barney contacted Police Chief Robin Montgomery to ask for active shooter training for library staff. Mrs. Barney will invite police and fire personnel to the library so that they are familiar with the building in case of any emergency.

Director's report

*Request to Brookfield
Police for active shooter
training*

Mrs. Barney noted that the annual statistical report has been filed with the Connecticut State Library. The report is required in order to receive our State Aid to Public Libraries grant, which is currently \$1200. The reports can be used to compare employee benefits and salaries, and provide comparisons for libraries with similar budgets, populations, or collections.

*State statistical report
filed and use discussed.*

Mrs. Barney reminded Board members about the Chamber Singers of the CT Choral Society concert at the library on December 15.

Mrs. Barney distributed the first quarter financial report for the library, and a year-end summary for FY13. When questioned why we were over budget, Mrs. Barney explained that the \$10,000 donation received in FY11 was not placed in a restricted fund, but went to the fund balance. When we spent money from that donation, there was no offsetting income for the year, but the funds were available in the fund balance.

*FY12 Annual budget and
first quarter financials*

Old Business

Space Planning: Mrs. Barney met with town's building official and buildings manager to discuss making the restrooms handicapped-accessible. The upstairs restroom needs to be widened to be accessible. Two feet could be taken from the administrative assistant's office to accommodate this. The downstairs men's restroom could be converted to a single unisex accessible restroom. The right hand side of the stairs leading to the community room might be able to be fitted with a lift rather than an elevator.

Making restrooms handicapped accessible.

Possibility of fitting the stairs with a lift.

Mrs. Barney is also working with Ralph Tedesco to have the large depression in the parking lot repaired. The dip holds water and freezes, which is dangerous for patrons and employees alike. The library parking lot is scheduled to be repaved next year.

Request to repair dip in the parking lot.

The heating and cooling units were inspected by the maintenance department for repair or replacement.

Heating and cooling unit inspected.

Mrs. Barney noted that before new furniture, desks and computer carrels can be purchased, new data wiring needs to be installed. Bibliomation staff quoted \$250 per "data drop," with the library requiring at least 50 drops. Mrs. Barney will include this in the capital line of the FY15 budget as a technology expense.

New furniture and wiring

Plan for Review of Personnel Policies for library employees: Employees of the library are town employees and fall under town personnel policies. The library has a separate policy that covers areas not included in the town policy. Mrs. Smolnik volunteered to work with Mrs. Barney on an updated personnel policy to present at the February meeting.

Updated Library Personnel Policy to be presented at February meeting

Library Cottage: The library cottage was sold at auction for \$75,000. There has not been a closing as of tonight's meeting. A deposit of \$2,500 was received from the purchaser as required by the town. This money will be deposited in the investment account.

Library cottage sold at auction for \$75,000

An invoice for \$3,475 for engineering services and septic design for the property has been received by the town and passed on to the library. A motion was made by Mr. Voris, seconded by Mr. Barbosa, to pay this invoice from the proceeds of the sale, which will be deposited in the library investment account from which the original purchase price was taken. Motion passed unanimously.

Invoice for engineering services and septic design will be paid for from investment account.

New Library Committee and Library Foundation: Mrs. McIlvaine and Mrs. Jaffe attended a meeting of the New Library Committee and the Library Foundation Board. After reviewing Mrs. Jaffe's timeline, it was decided that the timeline was no longer realistic. The Foundation is actively looking for new members to carry forward the work already done by the founding members. Mrs. Jaffe will work to fill the vacancies on the Foundation board. Mrs. Jaffe asked library trustees to send her suggestions for suitable candidates. She will also recruit library patrons suggested by library staff.

Meeting with New Library Committee and Library Foundation Trustees

Recruitment of members for both New Library Committee and Foundation board.

New Business:

Investment Strategy Policy: Mrs. Lasser to report to the board next month.

Budget Planning: The budget is to be submitted to the Controller by January 15. Mrs. Barney noted she would like to add 15 hours/week to the Checkout Desk staff to relieve professional staff from desk duty. After much discussion, Board members decided to request funding sufficient to add a full time Checkout Desk employee. Mrs. Barney hopes to add a self-check station; there will be no additional expense other than a scanner and a receipt printer.

The following list was created in October to be discussed in November for inclusion in the budget:

Capital Expenditures to be included in FY15 budget:

1. New Heating/Cooling system
2. Renovation/expansion of restroom (not just new, taller toilets) to make them handicapped accessible
3. Installation of an elevator or lift
4. Lights on the new sign – Mrs. Barney feels this can be done out of this year’s budget. She will look into pricing and possibility of solar lights.
5. Interior painted
6. Parking lot paved
7. Installation of a generator
8. Lights or lamp posts and sign to mark south driveway
9. Technology replacement: replace data cabling and add data drops – to be included in Capital budget.

Announcements: None

Investment Strategy Policy to be presented in December

Budget due to town by January 15, 2014.

FY15 budget request to include one additional full time Checkout Desk person.

Capital expenditures to be included in the town budget vs. the library budget.

The next meeting will be Wednesday, December 18. There is a special meeting set for budget discussion and preparation on January 8, with the regular January meeting on January 22. All meetings will begin at 7:30 p.m.

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

Respectfully submitted,
Donna Crane, Recording Secretary