

**The Brookfield Library
Board of Trustees
January 22, 2014**

Present: Betsy McIlvaine, Chairman; John Barbosa, Maizie Jaffe, Ilga Parris, Alex Smolnik, John Voris;
Library Director Anita Barney
Absent with Notice: Cathy Lasser, Chris Landelius, Joanne Messer

The meeting was called to order at 7:32 p.m. by Chairman Betsy McIlvaine.
There were no additions to the agenda

A motion was made (j. Voris), seconded (M. Jaffe) and passed to approve the minutes of the December 18, 2013 meeting; J. Barbosa and I. Parris abstained.

Treasurer's Report: No report

Director's Report: J. Voris commented positively on the reports submitted by Jenn Doyon, which included statistics on the computer classes she's teaching. Mrs. Barney reported that she has approved sending both Katherine Van Leeuwen and Jenn Doyon to the American Library Association annual conference in June in Las Vegas (in lieu of the Computers in Libraries conference which J. Doyon usually attends). She noted that hotels are substantially less expensive than in many conference cities. In answer to a question, she stated that the library does not reimburse for meals, only for registration fees, hotel, and air fare. J. Voris will ask the Police Commission for their policy regarding conference expenses.

Mrs. Barney distributed the updated list of Library Board members, with new term expiration dates. February 1 is Take Your Child to the Library Day; many activities (including a visit from Daisy the Pot-bellied Pig) are planned. The Friends of the Library had an additional storage trailer delivered to hold the tables, shelves, and other necessities for the book sale, since the cottage and barn have been sold. Mrs. McIlvaine noted that Danbury Library is considering canceling their book sale because they no longer have space to store books.

Board members raised questions about capital items in the FY15 budget, which are to be included in the Public Works Dept. budget request. Items include the furnace (currently working), and the possibility of converting to gas heat. Another issue is the toilets, which date to the construction of the library and do not meet ADA requirements. If the restrooms are renovated as tentatively planned, the renovation would include new toilets. Facilities Manager Tom Tibolla reported they received a quote for interior painting.

Mrs. Barney noted that the Finance Department is sending invoices for maintenance and repair to each department to pay from its own budget, but has not increased the library's budget to pay those expenses. Mrs. Parris suggested sending those invoices back to Public Works.

Minutes of the 12/18/13 meeting approved

No Treasurer's Report

K Van Leeuwen and J. Doyon to attend ALA Conference.

Additional storage trailer for Friends delivered.

Capital items included in Public Works' budget.

Maintenance and repair bills formerly paid by Public Works now being sent to library.

Mrs. McIlvaine discussed the possibility of discussing the condition of the library in the Public Comment portion of the Board of Selectmen meetings. Comments would educate the Board of Selectmen about the ongoing problems. Mrs. McIlvaine will invite the selectmen to the library to see firsthand the issues we are facing.

Selectmen to be invited to visit library.

Finally, Mrs. Barney noted that we are registered for The Edge program, which will help us assess our technology needs for the future.

Library has registered for The Edge technology assessment.

Personnel Policy: Alex Smolnik has started reviewing the policy, which will be on the agenda for the February meeting. She will meet with Mrs. Barney to discuss the policy.

Personnel Policy to be reviewed in February.

Final FY Budget Submission: Mrs. Barney noted that the budget approved by the board in December did not include the two hours/week for our Teen Programming Assistant. She also aligned the hourly salaries of our two Checkout Desk Assistants. Mrs. Barney stated these errors/corrections were her fault. The Capital Expense request is for 50 data drops at \$250 each (\$12,500). She distributed copies of the Budget Justification forms required by the Controller. In answer to a question, Mrs. Barney explained that the library budget covers salaries and the employer portion of FICA, but not health insurance or pension, which are included in the town benefits line.

Budget revision approved by consensus.

The Board approved the revised budget by consensus.

Library Cottage: No news since the original winner of the auction backed out. The Board noted that the library should receive the \$2500 deposit from the first bidder, which was forfeited. Proceeds from the sale will go to the library's investment account. Mrs. Barney will notify the board when there is news about the sale.

No additional information on sale of cottage.

Investment Strategy Policy and Investment Placement: moved to the February board meeting agenda.

Investment Policies moved to February meeting.

Projection system for Community Room: Mrs. Barney and J. Doyon met with Tom Sweda of Bibliomation to discuss a ceiling-mounted projector and sound system. Mr. Sweda estimates a cost of \$10,000; the cost would be covered from the library's investment account. The projector is used approximately 30 times per month, for both movies and programs/classes with the data projector. The equipment could be moved to a new library (if it is not obsolete by that time). When asked if the Brookfield Education Foundation would provide a grant for this expense, Mrs. Barney noted it does not fall within their guidelines.

Discussion of ceiling-mounted projection system for Community Room.

The DVD player and sound system controls could be placed in one of the existing kitchen cabinets with the addition of a locking door. The controls would run through the wall to a panel on the Community Room wall.

J. Voris requested that the staff consider modifying the Community Room to look like the room at New Fairfield Library, where storage cabinets line the wall of the room. Their Friends group stores books for their semi-annual book sale in the cabinets. Mr. Voris requested that Mrs. Barney consider all options for the room. She replied that the amount of books, tables, and racks our Friends group stores would not fit in cabinets around the room. Discussion continued about the use of the room, including the number of times the room is filled to its legal capacity.

Mrs. McIlvaine approved in principle the idea of a ceiling-mounted projector, and requested that Mrs. Barney obtain a firm quote. Board members requested that she ask for a quote to the projector could be used on both the short front wall and the longer side wall.

Discussion moved to the possibility of beginning an annual fundraising campaign, both as a way to educate the community and as a way to build momentum for the Library Foundation. Mrs. Smolnik commented that fundraising could work for a project like the proposed projector, which would benefit a large number of people. Mrs. Parris suggested reaching out to companies in the area, and Mr. Barbosa said that would work best for locally-owned businesses.

When asked, Mrs. Barney stated that the Community Room rental brings in about \$2,000/year. She agreed that we could generate more income if we didn't use the room so much ourselves, but holding classes and programs is part of our business. Questions were raised about charging more to rent the room.

"Glenn ... " Fundraising Offer: Mrs. McIlvaine reported that the library received an offer from "Glenn Brown," a person who wishes to remain anonymous, to raise funds for the library. He (or she?) writes on patch.com and would place a "Donate Now" button on his blog. It was the consensus of the Board to refuse his offer, since he refuses to divulge his real name. The Library Foundation also refused his offer.

Charge to Nominating Committee: The Nominating Committee (Joanne Messer, Maizie Jaffe, Cathy Lasser, and Ilga Parris) were charged with bringing a slate of officers to the February meeting.

Comments: Mrs. McIlvaine will present a program at the American Library Association Mid-Winter Conference in Philadelphia on how library boards, friends groups, and directors can work together.

The meeting was adjourned at 9:15 p.m. The next meeting will be held on February 26, 2014.

Respectfully submitted,

Donna Crane, Recording Secretary

Library to seek quotes for projection system.

Possibility of annual fundraising campaign.

Anonymous fundraising offer refused.

Nominating Committee charged.

Mrs. McIlvaine to speak at ALA Mid-Winter conference.