

**The Brookfield Library  
Board of Trustees  
April 23, 2014**

**Present:** Betsy McIlvaine, Chairman; John Voris, Secretary; John Barbosa, Maizie Jaffe, Ilga Parris, Library Director Anita Barney, Dottie Miles, New Library Committee; Emily Lazorchak, Brookfield High School student

**Absent with notice:** Chris Landelius, Cathy Lasser, Alex Smolnik

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

**Public Comment:** None

**Additions to the agenda:** Charter Revision Commission

**Minutes of the March 26, 2014 Meeting:** Mrs. McIlvaine asked for any comments or questions on the minutes of the March 26, 2014 meeting. There were none.

*3/26/14 minutes  
approved as presented*

A motion was made by J. Voris, seconded by M. Jaffe, to approve the minutes of the March 26, 2014 meeting as presented. Motion passed unanimously, with J. Barbosa abstaining.

**Treasurer's Report:** Mrs. Lasser will provide a Treasurer's Report quarterly going forward. Mrs. Barney distributed the March 2014 expense report. In response to Mr. Voris' question, Mrs. Barney explained the donation expense and grant income.

*No financial report this month.*

*Library expense report distributed.*

**Director's report:** Mrs. McIlvaine commented that although she was the only attendee at the "Family Conversation with Older Drivers" program, it was well worth the time she spent. Mr. was pleased to see Jennifer Doyon, IT/Teen Librarian, was attending the book group at Brookfield High School and hoped that it would create a better relationship between high school students and our library.

*Family Conversations with Older Drivers Programs*

*High School Book Group*

In other news, Mrs. Barney informed the board that the Sherman Chamber Ensemble would be performing at the Library this Sunday, and will introduce a new piece by a local composer in honor of Sandy Hook Principal Dawn Hochsprung. The Chamber Ensemble does its own publicity, in addition to our publicity, so we are anticipating a large audience. Mrs. Jaffe asked about the donation basket; Mrs. Barney confirmed she always has it on the refreshments table.

*Sherman Chamber Ensemble Concert*

Mrs. Barney also noted on Thursday, March 27, the library will present a program titled Savvy Social Security Planning. Lastly, Mrs. Barney passed out a list of How-To DVDS she purchased with a donation from the Friends of The Brookfield Library.

*Savvy Social Security Planning Program*

*How to DVDs*

**Old Business**

- a. **Maizie Jaffe appointed as regular member; search for candidate for alternate:** Mrs. Jaffe took her oath of office on March 25. Mrs. Jaffe and Mrs. Parris, as the Nominating Committee, are seeking a replacement for Joanne Messer, who resigned from the Board. Mrs. Barney stated that the opening is for a registered Republican or unaffiliated candidate. Mrs.

*New board member to replace M. Jaffe as alternate*

McIlvaine asked that candidates be reviewed by the committee and that a recommendation be made at the next meeting. Mr. Voris will send a handwritten note and a plant to Mrs. Messer, thanking her for her many years of service to the library board.

- b. Review of Personnel Policies for the library:** Due to Mrs. Smolnik's absence, the Personnel Policy will be reviewed at the next meeting.

*Review of Personnel policies postponed*

- c. FY15 Budget Proposal:** Mrs. Barney noted that the library budget approved by the Board was not reduced, except for eliminating funding for a new position at the Checkout Desk. The Board is now waiting for the town meeting that will set the date of the referendum. It was noted that Newtown's budget passed on the first vote. In response to Mrs. Jaffe's question, Mrs. Barney explained the library's capital expense request is included in the Public Works budget; the \$69,000 requested will provide funds to make the library's restrooms handicapped accessible and will replace the boiler. The Town bonding package includes funds to pave the library parking lot. The library's "cash-to-capital" request for \$12,000 is to replace the original data wiring.

*BoS Budget was not lowered.*

*How the Capital Expense Request was handled*

- d. Projection System for the Community Room:** The projection system has been installed and staff was trained in its use. The system is capable of projecting the same image on both screens, allowing easier viewing for larger audiences. It includes two cordless microphones and two lapel microphones. The rack that houses the equipment is kept locked, and a locking cover will be installed over the touch-screen operating panel. The company will send carpenters to repair the wall and ceilings.

*New projection system installed and staff training given.*

- e. Painting Community Room:** Tim Bagues, a local Boy Scout, has gotten approval from Boy Scouts of America to paint the Community Room as his Eagle Scout project. We are working with him to select colors and to find dates when the room is not in use.

*Boy Scout is painting the Community Room*

- f. Investment Strategy Policy:** This item has been postponed to May 2014 meeting due to Mrs. Lasser's absence.

*Investment Strategy Policy will be discussed in May.*

- g. Charter Revision Commission meeting:** Mrs. McIlvaine noted that the Charter Revision Commission will have their last public hearing before sending their final items to the BoS. The Board's request to change the structure of the board from six regular members and three alternates to nine regular members is part of the recommendation.

*Charter Revision Committee agrees with the boards requested change.*

### **New Business**

- a. Revitalizing the New Library Committee:** Mrs. Barney introduced Emily Lazorchak to the board. Miss Lazorchak is a freshman at Brookfield High School who currently volunteers a few hours a week at the library. She wanted to be more involved with the library and Mrs. Barney felt this was a great opportunity for both Miss Lazorchak and the board. Mrs. McIlvaine noted that there was no possible way to make her an official member of the board. Miss Lazorchak will attend meetings as often as she can, and will keep in touch with Jennifer Doyon regarding ideas and programs. Miss

*Introduction of Emily Lazorchak, Freshman at Brookfield High School.*

*Emily helping develop a teen technology*

Lazorchak noted that the changes to the teen programs and the teen area were wonderful and she was passing along information to other freshman at the high school.

*mentoring program for older patrons.*

In response to Mr.Voris' question, Miss Lazorchak likes the idea of having teens come to the library to help teach older patrons about technology. She will think of ideas on how to make this happen and report back.

Mrs. McIlvaine reported that there was a meeting of the Brookfield Library Foundation and the New Library Committee. These are two distinct entities. The New Library committee is a subcommittee of the board and the Foundation is a separate 501(c)(3) organization.

*Explanation of difference between the foundation and the new library committee*

Dottie Miles has agreed to serve as chairperson of the New Library Committee until a replacement is found. She would then remain on the board as a member. Mrs. Miles suggested that a teen should be included on the committee. Dawn Cioffi, the library's Technical Services Assistant, has volunteered to work on the committee.

*Dottie Miles to be replaced as chairman of the New Library Committee*

Mrs. Miles noted that plans for a new library were developed, and the library was awarded a \$1,000,000 State Library Construction Grant, but the project stalled when the economy took a downturn. The key to success of a new library project is building support within the community. Petitions in support of a new library have been placed at the Checkout Desk, and staff are asking Brookfield residents if they'd like to sign. Mrs. Miles also suggested the petition be brought to library programs for signatures. The possibility of creating an online version of the petition was discussed.

*Petitions being signed in support of a new library.*

The board reviewed the new library timeline created by Maize Jaffe. Although the board is already behind, it still seems like a realistic timeline. The Library Foundation's non-profit status is being reviewed and updated. Donations for a new library would be made to the Foundation.

*Timeline for the new library was deemed realistic, although behind.*

Town bonding will finance the new library when it is approved by the town. The Library Foundation will raise a portion of the funds necessary to build and furnish the building.

*Town bonding discussion*

An online survey will be created to ask what patrons would like to see in a new library. Emily suggested creating flyers with QR codes on them so that patrons can get to the survey easily with their smart phones.

*Online survey*

**Executive Session:** J. Barbosa made a motion, seconded by J. Voris, to go into executive session at 8:34 p.m. Motion passed unanimously. At 9:10 p.m., J. Voris made a motion, second by M. Jaffe, to come out of executive session. Motion passed unanimously.

Motion was made by J. Voris, seconded by J. Barbosa, to adjourn the meeting at 9:15 p.m. Motion passed unanimously.

Respectfully submitted,  
Donna Crane, Recording Secretary