

**The Brookfield Library  
Board of Trustees  
August 27, 2014**

**Present:** Betsy McIlvaine, Chairman; John Voris, Maizie Jaffe, Chris Landelius, Cathy Lasser; Alex Smolnik; Tami Coleman; Anita Barney, Library Director; guests Susan Murphy, Monet Borione, Irene Seguin, United Way

**Absent with notice:** Ilga Parris

**Absent without notice:** John Barbosa

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

**New Business, item 8a:** Imagination Library was moved to the top of the agenda. Monet Borione and Irene Sequin of United Way and Susan Murphy of the Chamber of Commerce spoke to the Library Board about Imagination Library. United Way is committed to making early education available to everyone. Part of that commitment is Imagination Library, which mails an age-appropriate book each month to every child from birth to age five who is registered with the program. The project is underwritten by the Dolly Parton Foundation. The program is not income-based, and any Brookfield parent will be eligible to register a child. Monet and Irene emphasized that the program is not a substitute for what the library does, but another means to encourage early literacy. They are willing to include a library card application with each enrollment form.

*Presentation of  
United Way's  
Imagination Library.*

The cost for the program is \$33/child/year. In many towns, it is sponsored by private donations, family foundations, grants, friends of the library, and service clubs such as Rotary or Lions. United Way manages the program, and their staff will solicit donations.

*United Way to  
manage program  
and solicit funds.*

Most area towns participate. Board members discussed ways to reach eligible families – handing out registration forms at library events or co-hosting events. The amount of funds raised would determine the number of children who can participate. Mrs. McIlvaine noted that the board and Library Foundation are facing fundraising for a new library, and expressed concern that funding for IL could limit the funds available for the building fund. When asked what was expected from the library board, Ms. Boriale replied that they want endorsement of the project and assistance in registering children for the program. She stated that the project will be implemented either way – with or without library support. Mrs. Barney noted that anything that increases children's readiness to read and interest in books is a good thing. This topic will be brought again to the library board at the September meeting.

*United Way seeking  
library board  
endorsement of  
project.*

**Public Comment:** None

**Additions to the agenda:** Update on parking lot and lighting.

**Minutes of the June 25, 2014 meeting:** A motion was made (C. Landelius), seconded (J. Voris), and passed to approve the minutes as sent, with A. Smolnik abstaining.

*Minutes of 6/25/14  
approved.*

**Treasurer's Report:** The report was emailed to board members. Mrs. Lasser met with the library's Wells Fargo financial advisor, who noted that the management fee was reduced from 2.2% to 1.8%. The board's investment policy requires a competitive look at investment firms every three years. Mrs. Smolnik asked for clarification about the investment fund, and was informed that the fund is controlled solely by the library board. It is not to be used for operating expenses, but rather is an endowment.

*Investment management fee percentage reduced.*

**Director's Report:** Trustees commented on the teen programs, and Mrs. Landelius noted her grandson had come to story hour and loved it. Mr. Voris commented on the ALA Conference reports provided by Katherine Van Leeuwen and Jennifer Doyon, and enjoyed the sense of excitement they conveyed. He would like both to attend a board meeting and talk about what they learned that they would apply here. Mrs. Barney, who has been to many ALA conferences in her career, reported that there's information on programs, products, and services, and that both staff members brought home enough free books for the collection to cover at least one conference registration fee. Mr. Voris also requested that Mary Proudfoot and Donna Crane attend a board meeting to report on children's programs.

*ALA attendee staff members to be invited to board meeting.*

Mrs. McIlvaine noted the passing of Bill Elsenboss, one of the town building maintenance staff, and reported that the library remained open during his funeral; Town Hall was closed for the occasion.

Mrs. Barney distributed the 2013-2014 Statistical Report. She discussed the upcoming Jazz Party, noting that she hopes it can be held outdoors. The new hoopla streaming video and audio service will be set up during October, and should be available to patrons in November. The staff is investigating an alternative to Constant Contact for the email newsletter.

*hoopla to be implemented in November.*

Joni Park, Treasurer of the Library Foundation, made a deposit of \$590 from the donation jar on the Checkout Desk. The Foundation's checking account has a balance of \$1,670.

*Library Foundation status report.*

#### **Old Business**

Candidate for Alternate: Tami Coleman (present at this meeting) is the newly-appointed Alternate to the Library Board.

**Painting the Community Room:** The Eagle Scout project was completed by Tim Bagues and his team. The room is brighter than it was, and they did a good job. Mrs. McIlvaine recommended that we note this volunteer effort at a Board of Selectmen meeting, and that we give Tim a certificate of appreciation.

*Community Room painting project completed by Eagle Scout.*

**Investment Strategy Policy:** Mrs. Lasser reported that no changes were suggested by board members. A motion was made (J. Voris), seconded (C. Landelius), and passed unanimously to approve the Investment Strategy Policy.

*Investment Strategy Policy approved.*

**New Library Committee:** Mrs. McIlvaine thought she had a volunteer to chair the committee, but the person, while willing to work on the committee, did not want to chair it. The committee, a subcommittee of the board, will be charged with finding and recommending a location and coming up with guidelines for the new building. Mrs. McIlvaine reported that Katherine Daniel in the Land Use office

*New Library Committee seeking members.*

might have a potential location to suggest.

The Brookfield Library Foundation has had its 501(c)(3) status restored, so the Foundation can begin planning fundraising for a new library. The Foundation is seeking new board members; President Dottie Miles has stepped down.

**Review of Policy 600: Community Room Use:** Several changes in the policy were proposed, with two substantive ones. The first removed the necessity for Library Board approval to change the fee schedule for room rental; changes can be made by the Library Director with notification to the Library Board. The second change prohibits sale of commercial products at library-sponsored (or co-sponsored) events. Room capacity was discussed, with Mrs. Barney waiting for final figures from the Fire Marshall. Alcoholic beverages are allowed with a state liquor permit, per discussions with the Town Attorney. A motion was made (C. Landelius), seconded (J. Voris), and approved unanimously to accept the revised Policy 600.

**Updates/Announcements:** Parking lot paving is tentatively scheduled for April. Parking lot lights should be replaced this fall. Heating: Facilities manager Tom Tibolla told Mrs. Barney that the library will be switched to propane from oil. The oil tank will be removed and the new propane tank buried, with plans to have the new system in place before heat is required for the season. Nothing has been done about renovating the restrooms for handicapped accessibility, but funds are in this year's budget.

The Friends of the Library need someone to take over management of book sale. They are also looking for new officers, board members, and members.

Association of CT Library Boards will hold its annual program for trustees and library directors on October 24. There will be sessions on a variety of topics. All trustees are welcome to attend, and the library will pay the registration fee.

Respectfully submitted,  
Donna Crane, Recording Secretary

*501(c)(3) status restored to Foundation.*

*Revisions to Policy 600 (Community Room) accepted.*

*Capital Projects update: library to be switched from oil to propane.*

*Friends seeking officers and book sale manager.*

*Trustees invited to ACLB program on 10/24/14.*