

**The Brookfield Library  
Board of Trustees  
September 17, 2014**

**Present:** Betsy McIlvaine, Chairman; Tami Coleman, Maizie Jaffe, Chris Landelius, Cathy Lasser, Alex Smolnik, John Voris; Anita Barney, Library Director

**Absent with notice:** Ilga Parris, John Barbosa

The meeting was called to order at 7:30 p.m. by Chairman Betsy McIlvaine.

**Public Comment:** None

**Additions to the agenda:** In New Business: Professional Logo. , Old Business: upgrades to building.

*Additions to the agenda*

A motion was made by J. Voris, seconded by C. Landelius to move agenda item 7c. New Business; c. Staff Conference report, to the top of the agenda. Motion passed unanimously.

**New Business: c. Staff conference report:** Jennifer Doyon reported that she and Katherine Van Leeuwen attended the ALA Annual Conference in Las Vegas. There were many more Teen program presentations than expected. The opening speaker, Stan Lee, related gaming to learning and to teens. He felt that people who game are more willing to fail at things and are more willing to risk failing. Ms. Doyon was enthusiastic about a program on helping teens create their own YouTube videos and channels. Mr. Voris stated he like the idea of creating programs that would be of interest to teens and get them into the library. Ms. Jaffe suggested connecting with a computer group at the high school.

*Staff Conference Report:  
Jennifer Doyon*

There were several sessions on teen spaces and the need for more space for teens. One point repeatedly made was the necessity of asking teens what they want in a space rather than what the librarian thought teens would want. Ms. Doyon is currently working with a teen who is trying to earn her Gold Award by developing to get more teens into the library with programs and reading materials. She circulated a survey to the teens at the high school and received 200 responses.

There were not as many technology sessions as in the past. Ms. Doyon attended a session on designing responsive websites for mobile devices. There were many suggestions for improved websites and applications for teaching and learning, but mostly geared toward children.

Many speakers, including Stan Lee, spoke about teens, and how comic books and graphic novels draw them into the library. Ms. Doyon concluded by thanking the board for the opportunity to attend the conference.

**Minutes of the August 27, 2014 Meeting:** Mrs. McIlvaine asked for any comments or questions on the minutes of the August 27, 2014 meeting. Mrs. Lasser wanted to reword the sentence about the investment policy to read: "no additional

*08/27/14 minutes  
approved as amended*

comments since the last decision. “

A motion was made by C. Landelius, seconded by M. Jaffe, to approve the minutes of the August 27, 2014 meeting as amended. Motion passed unanimously.

**Treasurer’s Report:** Mrs. Lasser reported that the balance in the account is reaching the point where the commission will be decreased.

*Treasurer’s Report*

**Director’s report:** Mrs. Barney asked for questions about the report as sent; there were none. She noted the August concert began outdoors and was forced indoors by the weather. Patrons carried instruments inside and helped set up chairs.

There were the following additions to the Director’s Report:

*Library to participate in Four Corners Block Party*

**Four Corners Block Party:** The Four Corners Association will hold a Block Party on October 12. The cost is \$50 for a table for nonprofits, a small price for the chance to spread the word about the library.

**Community Room Policy:** Mrs. Barney met with the fire marshal, who provided room occupancy capacities:

*Community room policy update: Room seating limitations*

Unconcentrated – tables and chairs: 100

Concentrated (just chairs): 214, but if more than 200 chairs, chairs need to be fastened in groups of 3. We have only 148 chairs.

Standing room only: 300

Mrs. Barney will amend the policy to reflect the updated numbers.

**Upcoming Book Sale:** Mrs. Barney offered book sale flyers for trustees to post.

*Book Sale*

**Draft Annual Report:** Mrs. Barney distributed a draft of the library’s Annual Report for their review. She asked that board members send questions or comments to her. It has not yet been submitted to the town.

*Draft of Annual Report*

**Old Business:**

**New Library Committee:** Mrs. McIlvaine reported that Christina Cumberton agreed to work on the committee, but not as Chairperson. The committee’s first task will be to concentrate on location. Library staff members Debbie Brooks, Dawn Cioffi, and Donna Crane will serve on the committee, as will Meredith O’Connor. It was noted that this is an ad hoc committee of the Board of Trustees, reporting to the board, and is separate from the Foundation.

*New Library Committee*

Mrs. Jaffe asked that the meeting times be communicated to trustees so that they may attend meetings.

**Imagination Library:** Mrs. Barney spoke with Children’s Librarian Mary Proudfoot, who agreed Imagination Library is something the library should participate in. Anything that turns children into readers is valuable. The United Way did not ask for any monetary donations for participation, but they are happy to accept anything we would offer. Mrs. Barney was named as the liaison with United Way for this project.

*Library to participate in United Way’s Imagination Library.*

Mrs. Barney will provide library card applications, information about our 1,000

Books Before Kindergarten program, and storytime information to United Way to be included with the applications for the program.

**Upgrades to the building:** Mrs. Barney reported removal of the oil tank from the front lawn has been delayed while waiting for clearance from Call Before You Dig, which will set the project back a week or more. The oil tank has been emptied, but a small amount of oil can be delivered for heating if necessary. Installation of the propane furnace is now planned for October 1 or 2. Mrs. Barney will work with Facilities Manager Tom Tibolla to work around the book sale during the same period.

*Oil tank removal*

*Boiler replacement*

**Data Drops and wiring:** The library is currently waiting for an appointment with DNR, the company that installed the new projection system, to give us an estimate for installation. Mrs. Barney is also waiting for a quote from Bibliomation. After new data wiring is in place, the library staff can move forward with new furniture.

*Data Drop Estimate*

**Parking Lot:** Repaving of the parking lot is tentatively planned for April. Public Works hopes new parking lot lighting will be completed before winter.

*Parking lot paving and lighting*

**Upgrade to restrooms:** Design of the library's to-be-renovated restrooms was discussed, and concern was expressed that the decisions were being made without consultation with trustees. The role of the trustees in such decisions was discussed.

*Restroom upgrades*

*Role of trustees in decisions of upgrades.*

#### **New Business:**

**Correspondence to the Library Board:** Mrs. McIlvaine reported on a discussion at the Board of Selectmen's meeting in reference to publishing any and all correspondence received by the BOS for the public's review. After discussion, it was decided "library correspondence received" will be added to the monthly Library Board agenda.

*"Correspondence received" to be added to monthly agenda.*

**Refinish and reupholster chairs:** Mrs. Barney contacted Correctional Enterprises of Connecticut for a quote on refinishing and reupholstering approximately 40 wood chairs in the library. The quote was discussed and Mr. Voris made a motion, seconded by Mrs. Landelius, to refinish 32 chairs for the quoted cost of \$2,176, to be funded from the library's investment account. Motion passed unanimously.

*Agreement with Correctional Enterprises of CT to refinish 32 chairs at a cost of \$2,176*

**Library Credit Card:** Mrs. Barney explained to trustees the town's new policy on town credit cards and the new PO system that has been instituted by the town. Mrs. McIlvaine reported she attended the BOF meeting to explain how difficult it will be to try and run a library with POs; certain transactions can not be processed with a purchase order. This discussion was continued.

*Town credit cards canceled.*

**Logo for Library:** For several years, library staff have talked about creating a logo for the library that would be used on all correspondence and publicity. Mrs. Barney contacted Mark Gerber (designer of the Brookfield 225<sup>th</sup> logo) to request a quote for logo. He will send a questionnaire to the library to discover what we want. His preliminary quote was \$600-\$900 for a scalable, web and print format logo. A discussion was had, and a motion was made by Mr. Voris, seconded by Mrs. Landelius, to move forward with the creation of the logo at a cost of up to

*Library Logo to be designed*

*Cost of logo*

\$1,000, with the source of funding to be determined. Motion passed unanimously.

**Announcements:** There will be Freedom of Information training on October 20 that Mrs. McIlvaine feels would be of interest to the Trustees.

*FOI training*

The Association of CT Library Boards meeting will be October 24 at University of Hartford. Mrs. Coleman and Mrs. Lasser will attend; Mrs. Barney will send in the registration form.

*ACLB meeting*

The Friends of the Library Book sale will start October 2.

*Friends book sale*

At 9:14 p.m., Mrs. Landelius made a motion, second by Mr. Voris, to adjourn. Motion passed unanimously.

Respectfully submitted,  
Donna Crane, Recording Secretary