

**The Brookfield Library
Board of Trustees Meeting
22 October 2014**

Present: Betsy McIlvaine, Chairman; John Voris, Vice Chairman; Maizie Jaffe, Cathy Lasser, Tami Coleman, John Barbosa, Alternates Ilga Paris and Alex Smolnik; Library Director Anita Barney, Community Development Director Katherine Daniel
Absent with Notice: Chris Landelius

The meeting was called to order at 7:34 p.m. by Chairman Betsy McIlvaine.

Public Comment: None.

Correspondence: None.

Additions to the agenda: Mrs. Coleman will report on how other Boards/Commissions handle correspondence under Old Business.

Approval of Minutes of the September 17, 2014 Meeting and October 7, 2014 Special Meeting: C. Lasser moved to approve the Minutes of the September 17, 2014 meeting. J. Voris seconded the motion, and it carried, with I. Paris and J. Barbosa abstaining. C. Lasser moved to approve the Minutes of the Special Meeting of October 7, 2014. J. Barbosa seconded the motion, and it carried, with A. Smolnik abstaining.

Treasurer's Report: Mrs. Lasser had a printed copy of the Report, and Mrs. Barney will attach it to the Meeting Minutes.

Director's Report: There were no questions regarding the written Director's Report provided to Board members prior to the meeting.

Mrs. Barney advised that the Friends of the Library Annual Dinner will be held on October 29 at The Hearth, and the Board is invited to attend. Additionally, interviews are being held this week for the Children's Assistant position.

Mrs. Barney will be meeting with Dawn Lavelle, Director of the Division of Library Development, State of Connecticut, on November 12 to discuss how the State Library can assist town libraries.

Mrs. Barney also shared the Year-to-date Financial Report for first quarter. There was discussion regarding donations spent for concerts.

Old Business:

a. **New Library Committee** – There was discussion regarding potential development sites: 1) on the Ptak property, and 2) an area north of Four Corners. Ms. C. Cumberton (who was unable to attend tonight), Mrs. Barney and Mrs. McIlvaine met with Economic Development Chairman H. Kurfels and Developer A. Lucera to discuss a Four Corners development plan that includes a multi-level building with a 10,000 square foot footprint. There was

Old Business, Item 5.e., By-laws revision re correspondence

9/17/14 and 10/7/14 Minutes Approved

Report attached to Minutes

Friends' Annual Dinner 10/29/14; Interviewing for Children's Asst. position

Meeting with State Library Development Director on 11/12/14

1st quarter Financial Report shared.

Discussion re: two possible development sites for a new library

discussion regarding parking and incentive housing requirements. Community Development Director K. Daniel was present, and noted that currently, sixty percent of the ground floor on any building in the zone has to be non-residential. She indicated that a change is being proposed to allow developers to build on the roadside rather than toward the rear. Mr. Lucera advised he would be donating the land for the library. Mr. Voris discussed his concern that the parking would have to be shared with housing and commercial uses in the same area. Mrs. Barney added that Mr. Lucera's plan showed an outdoor area for concerts/story times as well as library-only parking. Mrs. Lasser suggested that the Board consider the advantages and disadvantages associated with each site, while awaiting more details from Ms. Cumberton. Mrs. McIlvaine advised that the particular lot that Mr. Lucera is considering is close to the road.

*Parking and zoning
requirement concerns*

CDD Daniel stated that she is working with the Planning Commission on drafting a new Plan of Conservation and Development. They are utilizing a website (www.EnvisionBrookfield.com) and kiosks to gather residents' opinions. She would like to include questions about the proposed new library. There was discussion regarding questions relative to the need for a new library, where it should be, and what it should include. When asked by Mr. Voris when the library questions would be added to the website, Ms. Daniel indicated she hoped it would be at the next update, which occurs weekly. After some discussion, Ms. McIlvaine advised that the Board would like to get more information from the New Library Committee, and the Board would need at least two weeks to provide suggested questions for posting. Mrs. Jaffe and Mrs. Lasser offered their assistance if needed.

*Board of Trustees to provide
suggested survey questions
re: library for website*

CDD Daniel suggested that the Board members post the website on their own social media pages, as the Town does not participate in social media.

There was discussion regarding construction grants through the State Library Board and the process involved. The library was awarded a \$1 million construction grant in 2008, but now needs to re-apply because the grant has not been used. Mrs. Barney advised that the grant application is due in March, and funding awarded must be used by 2018.

*State Library Board
construction grants*

b. Logo Design – Mrs. Barney reported that staff members met with Mark Gerber of Gerber Studios, who should be providing sketches next week.

*Sketches for logo to be
provided next week*

c. Interior renovations – Mrs. Barney advised that the new furnace has been installed and the heat is working. The library is awaiting new thermostats that must be installed and calibrated. They will be Wi-Fi enabled.

New furnace working

d. There was discussion regarding additional parking lot lights. CDD Daniel suggested that a site plan modification application be completed for the two additional lights in the lower lot, and Mrs. Barney advised that she would request that S. Conn, Facilities Manager, complete the application. There was discussion regarding installing additional lighting and a directional sign at the driveway entrance, as it is a safety issue. CDD Daniel suggested that the Four Corners design guidelines for lights be consulted. Mrs. Barney is unsure if the

*Plans for lighting and
signage to address safety
issues*

lights will be installed prior to winter.

Ms. Barney briefly discussed the possibility of illuminating the roadside sign, and is waiting for a price from the electricians.

e. Library credit card – There was discussion regarding the time-consuming nature of the new purchase order system, and the inability to make purchases with a credit card. Mrs. Barney and Mrs. McIlvaine will make an appointment to meet with First Selectman and Controller to discuss a credit card for the library.

New Business:

By-laws revision re: correspondence – Mrs. Coleman reported that the Board of Education lists correspondence on its agenda by the sender and date, and at times, also refers to subject matter. Mrs. Barney suggested that any correspondence received by the Library Board of Trustees be scanned and attached to the Minutes. Mrs. McIlvaine reported that the Board of Finance only lists its correspondence. Mr. Voris advised that the Police Commission is provided with copies of the correspondence, and/or it is read by the Police Chief at meetings. Mrs. Coleman will review the BOF's by-laws. Mrs. McIlvaine suggested that the Library Board's by-laws be revised to require any correspondence to be attached to the Minutes. Mrs. Lasser also recommended attaching a copy of the Director's Report to the Minutes, but no action was taken.

Announcements: It was requested that Budget Discussion be added to the next agenda, as the proposed budget will be due on January 15, 2015.

Mrs. Barney advised that Facilities Manager T. Tibolla has accepted a similar position with the BOE, and Mr. Sheldon Conn has replaced him.

Adjournment: Mr. Voris moved to adjourn the meeting at 8:39 p.m. Mrs. McIlvaine seconded the motion, and it carried unanimously.

Mrs. Barney and Mrs. McIlvaine to meet with Town Officials to facilitate purchasing procedures

Manner in which other Boards list and share correspondence during meetings

Potential to revise by-laws to require attachment of correspondence to Meeting Minutes, and suggestion to attach Director's Report

Add Budget Discussion to next agenda

New Facilities Manager

Adjourned at 8:39 p.m.

Respectfully submitted,

Dawn Cioffi
Recording Secretary