

**The Brookfield Library
Board of Trustees
7:30 p.m., Wednesday, December 10, 2014
Minutes**

Present: Chairman B. McIlvaine, T. Coleman, A. Smolnik, C. Lasser, M. Jaffe; Library Director A. Barney
Absent: with Notice: J. Voris, J. Barbosa, C. Landelius, I. Parris
Also Present: C. Cumberton, Recording Secretary D. Cioffi

1. **Call to order** – Mrs. McIlvaine called the meeting to order at 7:34 p.m.

2. **Public Comment** – None.

3. **Correspondence** Received – None.

4. Additions to the Agenda : Meeting schedule for the next year to be added to New Business.

Meeting schedule for 2015 added to agenda under New Business.

5. Approval of Minutes of November 19, 2014 – Mrs. McIlvaine noted the following correction: On Page 2, under “Library Credit Card”, 2nd paragraph, to change “as soon as the First Selectman signs this agreement” to “pending the signature of the First Selectman on what occurred at the meeting.” Mrs. Lasser moved to approve the Minutes of the November 19, 2014 Meeting as amended. Mrs. Jaffe seconded the motion, and it carried, 3-0-2, with Mrs. Coleman and Mrs. Smolnik abstaining.

11/19/14 Minutes approved as amended

6. Treasurer's Report – Mrs. Lasser reported that the balance in the investment fund is up from last month. She will provide a full report in January. Mrs. Lasser will also draft a Request for Proposal for a bid for a new investment group over the coming year. Mrs. McIlvaine explained the purpose of the investment account to Mrs. Cumberton. Mrs. Lasser added that it is used for one-time expenses (such as the new media projector in the Community Room), not operational expenses, per our Investment Fund Policy.

Mrs. Lasser to provide full Treasurer's Report in January

7. Director's Report - Mrs. McIlvaine inquired regarding the use of the Hoopla service. Mrs. Barney advised that usage has been approximately \$40 per week. Checkouts are limited to 3 per patron per month, and a total of \$500 per month for all patrons. Mrs. Barney has requested that Library staff utilize the service minimally to allow for greater patron usage.

Hoopla service being utilized

Mrs. Barney reported that a Jazz concert will be held Sunday, December 14' at 3 p.m.

Jazz concert 12/14/14

Mrs. Barney will be meeting with the graphic designer on December 15 regarding the Logo.

Logo design meeting 12/15/14

Two companies have looked at the data wiring project and are expected to

Awaiting quotes for data wiring

provide quotes. The firm that installed the new phone system was in today to look at the job. More electrical outlets will be needed for the data wiring to be completed.

8. Old Business

a. New Library Committee – Committee member C. Cumberton was present. Mrs. McIlvaine advised that the current focus has been looking into possible locations for a new library. The Four Corners area and the Town Hall property with the addition of the Ptak property are under consideration. There was discussion regarding the zoning regulations and a recent offer of donated land by a developer in the Four Corners area. Mrs. Cumberton explained that the Town Hall site is currently more attractive because there would be no cost and it is buildable. Mrs. McIlvaine encouraged Mrs. Cumberton to speak with Mr. Kurfels again. Mrs. McIlvaine noted that a time frame is necessary to conclude discussion on potential sites, so that further action can be taken. She suggested March 2015, which is timely because the grant application is due March 2, 2015. Mrs. Barney will prepare the grant application. There was discussion regarding the strategic plan, which runs through 2015, but should be revised next year. Mrs. Barney will send a copy of that to Mrs. Cumberton.

Site planning for new library to conclude in March

Draft of updated strategic plan to be started next year

Mrs. Barney will contact K. Daniel and request that she come to the January meeting to discuss input from the Envision Brookfield website. Mrs. Jaffe suggested that board members encourage people to review and make comments on the website.

K. Daniel to be invited to January 2015 meeting to discuss Envision Brookfield

b. Logo Design – Discussed above.

c. Interior renovations – Interior renovations will be done when data wiring is completed.

Exterior renovations – Work toward installation of new parking lot lights to begin this week. Mrs. Barney will request that the parking lot be sanded rather than salted during snowstorms this season.

Parking lot light installation to begin this week.

Mrs. Barney met with a Department of Transportation representative who advised against adding an additional directional sign at the south driveway.

Proposal for additional sign at driveway turned down.

d. Library credit card – Mrs. McIlvaine advised that after the last meeting, a letter was sent to the First Selectman requesting verification of the agreement reached between Mrs. McIlvaine, Mrs. Barney and the Director of Finance, Mr. Leverance, at their meeting regarding the credit card. The First Selectman requested that Mr. Leverance confirm this information, which he did. It was the consensus of the Board that this was sufficient. The Board encouraged Mrs. Barney to proceed with caution for three months, to ensure that the credit card bill is paid via the purchase order system. Mrs. Barney noted that the Town of New Milford has adopted a debit card policy to which could be modified for our own credit card use policy, if the Board determines that a policy is necessary.

First Selectman requested Director of Finance to confirm credit card agreement

Credit card to be used for business only; board will adopt policy for use.

Mrs. Jaffe suggested a \$500 limit for the first few months to ensure that

payment is being made in a timely manner. Mrs. Lasser encouraged Mrs. Barney to consult with the Board if anything over that amount must be spent. No action was taken, as these were suggestions rather than a motion. Mrs. Barney will serve as the Authorized Business Officer.

Mrs. Coleman moved to proceed with the credit card application process for the Library. Mrs. Jaffe seconded the motion, and it carried unanimously.

Board approves credit card application to go forward

e. 2015/16 Library Budget - Mrs. Barney advised that the budget is due January 15, 2015. There was discussion regarding a proposed salary increase of 2%. Mrs. Barney reviewed salary survey information from area libraries which are members of the Housatonic Valley Library Association. An additional checkout desk position for 25 hours/week will be requested in the proposed budget.

Proposed staffing and salary increases discussed

Mrs. Barney advised that all other items are in line with the current fiscal year. The increase in proposed expenses for books and materials is related to Hoopla.

Materials increase related to Hoopla

The copier and computer replacement expense fall under the Capital Budget. We will request \$10,000 for computers to continue the replacement cycle currently in place. The Town IT Department will include a request for a new networked color copier for the library with their leased photocopiers.

Capital expenses include copier, computers, studies related to elevator and new library

Mrs. McIlvaine also discussed utilizing the capital budget for a study related to installing an elevator, which would be approximately \$10,000. Board members also requested that the proposed budget include \$10,000 for a community survey to discover what residents want in a new library. Mrs. Barney stated that architectural drawings developed for the 2008 Construction Grant could be used for the new application. This proposed capital expenses will be included in the budget information that will be submitted to Board members for the January 7, 2015 meeting.

f. Bylaws Revision: Correspondence- Mrs. Coleman will propose language at the next meeting, to revise the by-laws to require that any correspondence submitted to the Board be attached to the meeting Minutes, as is done by the Board of Finance and other Boards and Commissions.

Mrs. Coleman to supply proposed language for by-laws revision at next meeting

9. New Business – The following Board meeting dates were adopted:

2015 Meeting dates

2015

January 7
January 28
February 25
March 25
April 22
May 27
June 24
July 22
August 26
September 16
October 28

November 18
December 16
January 6, 2016
January 27, 2016

Mrs. Barney will send dates to Town Clerk Joan Locke. It was noted that either the July or August meeting may be canceled.

10. Announcements –

Adjourn – Mrs. Coleman moved to adjourn the meeting at 8:34 p.m. Mrs. Lasser seconded the motion, and it carried unanimously.

Meeting adjourned at 8:34 p.m.

Respectfully submitted,

Dawn Cioffi, Recording Secretary

DRAFT