

**The Brookfield Library  
Board of Trustees  
Wednesday, February 25, 2015  
7:30 p.m.**

**Minutes**

**1. Call to order**

**Present:** Chairperson B. McIlvaine, Vice Chairman J. Voris, Treasurer C. Lasser, M. Jaffe, C. Landelius, I. Parris (arrived at 8:40 p.m.)

**Absent:** J. Barbosa, A. Smolnik

**Also Present:** Library Director A. Barney, Economic Development Chair H. Kurfehs, Developer A. Lucera, New Library Committee Members D. Brooks and C. Cumberton

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

Mrs. McIlvaine suggested that the discussion regarding the New Library Committee (Item 8.b), be moved to the top of the agenda

*Moved to Item 8.b., New Library Committee*

**8. Old business**

**b. New Library Committee** - C. Cumberton recommended that a formal meeting of the New Library Committee be scheduled within the next two weeks. Mr. Lucera, Developer, shared a preliminary site plan of a parcel in the Four Corners area. He indicated he would be signing contracts for other neighboring properties in near future. Mr. Lucera indicated that he and Mr. Kurfehs met last summer with C. Cumberton, A. Barney and B. McIlvaine, to discuss possible a possible location for a new library. He noted there may be a problem accommodating the parking requirement, but pointed out on the plan where additional spaces may be found. His intention is to deed a site in the area to the Town, and to utilize cross-easements.

*Four Corners site could be deeded to the Town, potential parking issues and solutions*

Mr. Lucera advised that he hopes to put applications before the Zoning Commission within 6-8 weeks. Mrs. McIlvaine noted that the Town (not the library) would be the party taking title to the site.

*Application could come before Zoning Commission 6-8 weeks*

Mr. Voris recalled that when a new library was discussed in 2009, the estimated cost was 10-12 million dollars. There was discussion regarding funding that amount via public and private financing, a state construction grant, and the Library Building Foundation.

*Funding for new library*

Mrs. McIlvaine noted that the Library Board has not made a final decision about where the new library should be and is looking into the Four Corners area and a space on Town Hall/Ptak property.

*Library Board to decide Between Four Corners and Town Hall/Ptak property*

Upon inquiry from Mrs. Barney, Mr. Kurfehs stated that the building footprint for the Four Corners proposal is 10,000 square feet, and it was noted that 3 stories are allowed in the Town Center District.

*Four Corners building details*

Mr. Lucera advised that if the Library Board decides against the site, something else will be done with the property.

There was discussion regarding the number of residential units already present and being proposed overall in the Four Corners area/Town Center District.

Mrs. Barney inquired if the proposal would include a lawn area for concerts and outdoor events, and Mr. Kurfehs indicated that there are minor wetlands on the site but they should not interfere. There are no buildings on the property right now.

There was discussion regarding the time frame for possible action on the Four Corners site. Mr. Lucera indicated that ideally, he would like to be able to inform the Zoning Commission, at the time of application, that the Town/Board of Selectmen will take title of the property at the recommendation of the Library Board.

Upon inquiry from Mrs. McIlvaine, Mr. Lucera pointed out access points, a connector road, parking, cross-easements and where utility access would be. There was discussion regarding who would be responsible for plowing the site. Mr. Lucera advised that after contracts are signed, the site could be “shovel in ground” ready within eight months to a year. He also reviewed what has been approved and other developments in the area that have been completed. Additionally, Mr. Lucera discussed splitting the contract with an abutting property owner due to issues with soil remediation on certain parcels. He stated he would like a decision from the Library Board within 2-3 weeks, so that the matter could go on the BOS agenda when he files an application with the Zoning Commission.

The Board thanked Mr. Lucera and Mr. Kurfehs for attending tonight’s meeting. They left the meeting at 8:19 p.m., and Mr. Lucera provided his contact information.

It was suggested that a special meeting with the New Library Committee be held within the next two weeks, and that individuals from the prior New Library Committee be invited. Mr. Voris shared the 2009 proposal footprint with Board members for guidance purposes

**Public Comment**

None.

**Correspondence Received**

None.

**Additions to the Agenda**

None.

*Four Corners residential development*

*Minor wetlands on the site*

*Timeframe for potential action by Library Board and Board of Selectmen*

*Access points on the site, construction timeframe*

*Decision by Library Board encouraged within 2-3 weeks*

*Developer contact information*

*Schedule and invite for next meeting of New Library Committee*

*No public comment.*

*No correspondence.*

*No additions to agenda.*

**Approval of Minutes of January 7, 2015** – Mr. Voris moved to approve the Minutes of the January 7, 2015 meeting. Mrs. Lasser seconded the motion, and it carried unanimously.

*Minutes of 1/7/15 meeting approved without changes.*

**Treasurer’s Report** – Mrs. Lasser reported on the investment fund and advised that she will follow up with the financial advisor regarding his attendance at the March or April meeting.

*Financial advisor to come to March or April meeting*

**Director’s Report** – There was discussion regarding moving the Friends’ annual book sale to Center Elementary School in the future, as the sale has outgrown the library space. Weather is often an issue with the outdoor tent. This move to CES would reschedule the sale to the summer.

*Potential move of site and date of Friends’ book sale*

Mrs. Barney indicated that the library received \$870 donations in memory of library patron Joseph Murray. She will utilize the funds to purchase audiobooks, at the request of Mr. Murray’s family.

*Memorial donation to fund audiobooks*

Mrs. Barney reported that the new staff copier has arrived. It required a circuit upgrade, and staff will be trained on March 3. Initially, this item was to be put in the Town’s IT budget; the First Selectman has moved the expense to the library budget.

*New staff copier*

An Irish music concert has been scheduled for Sunday, March 1, 2015 at 3 p.m.

*Irish Music 3/1/15*

Mrs. Barney provided the library statistical report through January, as well as the year-to-date budget report with the Board members.

*Statistical and financial report shared.*

**Old Business**

**2015/16 Library Budget** – Mrs. McIlvaine reviewed the budget process and advised that the BOS finished its portion of the budget today. The Town budget will then go to the Board of Finance. The requested 25 hour/week Checkout Desk position was eliminated. Mrs. Lasser encouraged Mrs. Barney to include it in the presentation to the Board of Finance. The budget of \$658,949 includes a 2% salary increase, \$3,000 materials increase, more automation and \$2,000 for the copier lease. The library portion of the budget will be presented before the BOF on 3/10/15 at a public meeting. Board members were encouraged to attend.

*\$658,949 library budget to be presented to Board of Finance on 3/10/15*

*I. Parris arrived @ 8:40 p.m.*

**Old Business (continued)**

**New Library Committee** – Mrs. Cumberton noted the need to schedule a meeting as soon as possible. She stated that many residents are interested in a new library. Additionally, she stated that she received directions from the Town Clerk regarding notice and filing requirements for minutes and agendas. Mrs. Cumberton indicated she will also invite Library Board members to all meetings of the New Library Committee.

*Meeting of New Library Committee to happen ASAP*

She briefly reviewed a few ideas for kick-off efforts, including an evening with the arts, and/or a wine tasting. Some of the ideas for the new library include: a

café/coffee shop; gift shop; an art room; Wii for teen room; maker space; and 3D printer.

*Kick-off ideas and possible new library amenities*

It was noted that there is a petition the front desk that has been signed by many residents in support of a new library. Mrs. Barney stated that ideally, the new committee would have a cross-section of town residents. She will send a list of former Foundation members and old New Library Committee members.

*New Library Committee members needed*

**Logo Design** – This has been completed, and this item should be removed from the agenda.

*New library logo in place*

### **Interior renovations**

**Data wiring:** payment – There was discussion regarding closing the library to accomplish this task, as it estimated it will take 2-3 days to complete. D. Brooks suggested partial closures and taking advantage of the upcoming Good Friday holiday closure.

*Wiring to take a few days*

### **Furniture – Deferred to next meeting**

*Discuss furniture at next meeting*

**Library credit card policy** – Mrs. Barney had previously emailed the policy to Board members. It was requested that under the section of “Unacceptable uses” that “debit” be corrected to credit. Mr. Voris moved to accept the library credit card policy. Mrs. Landelius seconded the motion, and it carried unanimously.

*Credit card policy approved*

**Election of Officers** – Mrs. Jaffe and Mrs. Parris offered the following slate of officers: Mrs. McIlvaine as Chair; Mr. Voris as Vice Chair; Mrs. Lasser as Treasurer; and Mrs. Jaffe as Secretary. The Board also thanked Mrs. Landelius for her years of service as an officer of the board. Mrs. Jaffe moved to approve the aforementioned slate of officers. Mrs. Landelius seconded the motion, and it carried unanimously.

*Library Board Officers elected*

### **New Business**

**Review of bylaws and policies** - Mrs. McIlvaine requested that the Board members begin their review, and this item will be discussed at the next regular meeting.

*Board members to review by-laws for discussion at next regular meeting*

**Submission of Connecticut State Library Construction Grant** – Mrs. Barney advised that this must be submitted by Monday, March 2, at 4 p.m. Mrs. McIlvaine shared timeline dates. It was noted that the Space Needs Study from 2009 was updated. Additionally, there are 48 pages of Library Space Planning Guide Worksheets. 34,776 square feet of gross area is needed. The Board has to formally approve the timeline, and the Certification of Amended Application was signed by the First Selectman in November. The previous architectural drawing will be submitted with the grant. Mrs. Lasser moved to approve the amended construction grant. Mrs. Landelius seconded the motion, and it carried unanimously. It will go on the State Board’s agenda after going to a review committee.

*Library construction grant approved by Board; to be submitted 3/2/15*

**Announcements** – Mrs. Barney’s birthday is March 9, 2015 (announced by Mrs. McIlvaine, not Mrs. Barney). A Special Meeting of the Library Board will be

*New Library Committee to meet 3/4/15*

scheduled for Wednesday, March 4, 2015, at 7:00 p.m., with the New Library Committee. An agenda will be sent out prior to that meeting, and previous “New Library Committee” members will be invited.

**Adjourn** – Mrs. Landelius moved to adjourn the meeting at 9:24 p.m. Mrs. Parris second the motion, and it carried unanimously.

*Meeting adjourned at 9:24 p.m.*

Respectfully submitted,

Dawn Cioffi, Recording Secretary