

**The Brookfield Library
Board of Trustees
Wednesday, April 22, 2015
7:30 p.m.**

Draft Minutes

1. Call to order

Present: Chairperson B. McIlvaine, Vice Chairman J. Voris, Treasurer C. Lasser, J. Barbosa, C. Cumberton, M. Jaffe, I. Parris (arrived at 7:32 p.m.), C. Cumberton

Absent: C. Landelius, A. Smolnik

Also Present: Library Director A. Barney, Student Liaison E. Lazorchak

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

2. **Public Comment:** None.

3. **Correspondence Received:** None.

4. **Additions to the Agenda** – None.

5. Approval of Minutes of March 25, 2015 – J. Voris moved to accept the Minutes of the March 25, 2015 meeting. C. Cumberton seconded the motion, and it carried, 3-0-3, with Mr. Barbosa, Mrs. Lasser and Mrs. Jaffe abstaining.

Minutes of 3/25/15 meeting approved.

6. **Treasurer's Report** – Report from Investment Fund Manager T. McIntyre, Wells Fargo, who provided copies of the investment fund report. He noted that the fee was dropped because the fund balance increased, pointing out that “the return has been consistently good”. Mr. McIntyre reviewed the Account Workbook, the Performance Report, and the Portfolio Report, and went over a summary of the stocks in domestic and international sectors. For the Board's information, he reviewed the history of interest rates dating back to 1740. There was discussion regarding the oil and gold markets over past 30-plus years. Charts showing the strength of the U.S. dollar, and annual returns, were reviewed. Mr. Barbosa noted the Board's fiduciary responsibility with regard to the investment fund.

Investment Fund Manager reviewed report on Trustees' account.

7. **Director's Report** – The Board had no questions on the Director's Report as mailed. Mrs. Barney advised that the State budget will be finalized in the upcoming weeks, and reviewed the programs that are in danger of being eliminated. She noted a possible impact to the library of approximately \$3000/year if grants (ConnectiCard and State Aid) are eliminated, as well as another \$300/month for an Internet line. Mrs. Barney and Mrs. McIlvaine attended the budget rally at the capital.

Potential State budget cuts may cause \$3000/year impact

Mrs. Barney inquired if the Board would like to continue to receive the quarterly statistical report in the same format, especially the age/program detail for children's programs, and the Board agreed to keep it the same.

Quarterly statistical report to remain the same

Mrs. Barney advised that June 14 will be last Sunday that the library will be open. Sunday hours will return on September 13, 2015.

Summer Sunday hours

A concert featuring the Asylum Saxophone Quartet will be held on May 3.

Saxophone concert 5/3/15

Mrs. Barney and Abbey Lynch will attend parts of the Connecticut Library Association Conference, next Monday and Tuesday.

Attendance at CLA Conference

Mrs. Barney advised that the State Library has signed a contract with Bibliomation to co-develop an open source interlibrary loan service to replace reQuest. The new program is entitled "FulFILLment." The State contract with AutoGraphics, the current vendor for reQuest, will end 6/30/15; the new system will be in place in September.

Upcoming change to interlibrary program

8. Old Business

a. **2015/16 Library Budget** – The Town Meeting will be held on May 5, 2015. The current year's capital budget was for \$69,000, to cover lighting, paving the parking lot and two Americans with Disabilities Act-compliant bathrooms. At present, there is only \$10,000 remaining in that budget, and the cost to complete the bathrooms is \$28,000 more than that. Mrs. Barney has inquired of the Board of Finance Chair regarding the possibility of carrying the funds over to the next fiscal year, but has received no formal response. S. Conn, the Building Facilities Manager, has advised that the upstairs bathroom can be completed with the \$10,000.

Town Meeting to be held 5/5/15

Bathroom renovations more costly than expected; probable carry-over to next fiscal year

There was discussion regarding bonding for the roof and IT requests for hardware. Mrs. McIlvaine recommended that a purchase order be prepared for hardware. Mrs. Lasser noted the Board's commitment to renewing one-third of the IT equipment every year. Board members were encouraged to attend the Town meeting to show support for the library's requests. Mrs. Barney noted that she plans to use some Capital IT funds for a self-check unit from Bibliomation (about \$2,000).

Roof repair and IT expenses discussed

b. **New Library Committee** – The next meeting is scheduled for April 27, 2015, at noon in the library's Community Room. The Committee will discuss the feedback from the Gmail account, adding a page to the library website for to the Committee, the Mystery Acres site, and the New Library text in the Plan of Conservation and Development. Community Development Director K. Daniel will be in attendance at the meeting.

Next meeting 4/27/15

c. **Review of bylaws and policies** – It was noted that many of the policies were reviewed in 2012/2013. Mr. Barbosa, Mrs. Jaffe and Mrs. Lasser signed up for sections to review.

Board members reviewing specific sections of by-laws

Mrs. Cumberton advised that she has reviewed the "Patron Behavior Code of Conduct" and made suggested revisions. She will email it to Mrs. Barney.

Draft revisions to Patron Behavior Code of Conduct made.

d. **Report on state budget and status of ReQuest changeover** – See above

e. Interior renovations

1. Data wiring – To be completed June 1, 2 and 3, 2015.

Wiring to take place 6/1-3, 2015.

2. Furniture – Mrs. Barney provided a revised list of furniture, prices and estimated delivery dates. There was discussion regarding leather chairs, and it was noted that at last month’s meeting, \$35,000 was approved. Mr. Voris moved to add \$10,000 to the furniture funds already approved, for a total of \$45,000, to come from the Library Investment Fund. Mr. Barbosa seconded the motion. Mrs. Jaffe inquired if the new furniture would be moved to the new library, and Mrs. Lasser replied that the Board intent is to use the investment fund is for items that will be moved to the new library. She suggested that the following be added to the language of the motion, “with the expectation that it moves to the new library”. Motion carried unanimously.

\$10,000 additional funding for new furniture approved. Total approved is \$45,000 to come from Investment Fund.

9. New Business

a. Brookfield Plan of Conservation & Development – The New Library Committee is looking at the language in the Draft. Recommended revisions are due at the end of May.

New Library language being reviewed

b.

c. Outdoor renovations: Parking lot paving – Mrs. Barney read an email from the Director of Public Works, R. Tedesco, advising that the paving will be done in early May. She has alerted organizations that bus patrons to the library (Ability Beyond, Country Kids) and asked them to be on alert. Additionally, productions are taking place at the theater in May; the theater uses our parking lot. Mrs. Barney will inquire if the paving can be done in half portions, and will pass information along as it becomes available.

Parking lot paving to be done in early May

10. Announcements: Mrs. Parris and Mrs. Jaffe have been discussing nominations to the Library Board.

Nominating Committee work in progress.

Adjourn – Mr. Barbosa moved to adjourn the meeting at 9:12 p.m. Mr. Voris seconded the motion, and it carried unanimously.

Meeting adjourned at 9:12 p.m.

Respectfully submitted,
Dawn Cioffi
Recording Secretary