

**The Brookfield Library  
Board of Trustees  
Wednesday, May 27, 2015  
7:30 p.m.**

**Draft Minutes**

**1. Call to order**

**Present:** Betsy McIlvaine, Chris Landelius, Cathy Lasser, Anita Barney, John Voris, John Barbosa, Emily Lazorchak, Ilga Parris, Christina Cumberton, Maisie Jaffe

**Absent:** A. Smolnik

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

**Public Comment:** None.

**Correspondence Received:** None.

**Additions to the Agenda** – Parking lot; lights

Approval of Minutes of April 22, 2015 – J. Voris moved to accept the Minutes, J. Barbosa seconded the motion, which passed with one abstention (C. Landelius).

*Minutes of 4/22/15 meeting approved.*

**Treasurer’s Report** – There was no report.

*No Treasurer’s Report*

**Director’s Report** – The Memorial Day Parade seemed smaller than usual in terms of both participants and audience. Staff members on the library’s float blew giant bubbles and wore “bubble” necklaces and earrings.

*Library staff participated in Memorial Day parade.*

Holiday closing: Town offices will be closed on Friday, July 3, in observance of Independence Day. It was the consensus of the board that the library be closed on July 3 and 4.

*Library/Town offices to be closed July 3-4.*

The library will be closed June 1-3 for data wiring, trim painting and inventory. Some of the new furniture may ship this week.

*Library closing June 1-3 for data wiring.*

At his request, the director met with Steve Dunn, possible Democratic candidate for first selectman, during the week of May 18 to talk about current library services and the possibilities for a new library.

Old Business:

Library Budget: 2015/16 Town Budget passed.

*Town budget passed.*

Mrs. Barney presented a revised budget with the final figure in the town budget. This year, both income and expense for both Grants and Donations were higher than expected, resulting in accounting issues with MUNIS. The revised budget increases income and expense for both Grants and Donations to \$5,000 each for next year.

*FY 16 budget: income & expense for Grants and Donation accounts increased.*

As directed by the First Selectman, staff salary increases for FY16 will be 2% across-the-board. We have one less staff member; the part-time Children’s Program Assistant is now handling Teen Programming, too. In order to balance income and expense, the Board recommended increasing the amount budgeted for books and materials. Cathy Lasser recommended exploring the F&P (Fountas & Pinnell) reading system that Danbury Public Library uses.

*Staff salary increases 2%.*

Mrs. Lasser made a motion to balance income and expense by putting increasing the books and materials line. Mrs. Landelius seconded the motion, and it was approved unanimously.

*FY16 budget approved.*

**New Library Committee** –Mrs. Cumberton will email a meeting schedule, with meetings planned for the first Tuesday of the month in the evening and two weeks later on Wednesdays at 12:30. The Committee is considering three locations: Town Hall, Silvermine/Federal Road, and Mystery Acres. Mrs. Cumberton suggested that she and another committee member talk to the property owner to see if he is interested in donating or selling the property to the town. Mrs. Lasser spoke to Community Development Director Katherine Daniel today about Mystery Acres. The Still River Greenway goes through the Mystery Acres property, reducing the buildable space; there are also wetlands on the property.

*New Library Committee*

Mrs. McIlvaine noticed in the Board of Selectmen minutes “library property at Four Corners” as part of May 11 agenda. She recommended setting a deadline for the New Library Committee to make a decision on location. Local funding must be in place by 3/1/2018 for us to receive the \$1 million construction grant from the CT State Library. Mrs. Cumberton recommended proposing a location to the Board by November with a Board vote on it in December.

*Committee to recommend location to library board in November; approval vote in December.*

New Library Committee will meet with Jenn Doyon to discuss content for the committee’s web page on the library’s website. Mrs. Barney will include upcoming committee meeting dates in the library newsletter.

**Review of bylaws and policies** – Patron Behavior Policy was moved to next month. Mr. Voris reviewed the Board bylaws. He noted there have only been minor changes to state laws applying to public libraries and the town charter in recent years. Mr. Voris made a motion to accept bylaws as written, removing dates from State Statutes and Town Charter to avoid constant revisions. Mrs. Landelius seconded the motion. There was no discussion, and the motion passed unanimously.

*Bylaws approved as written.*

**Report on state budget and status of ReQuest changeover** – The majority of funding for ConnectiCard and the State Aid to Public Libraries grant has been restored. 57% of funding for Connecticut Library Consortium has been restored. Funding for CT Education Network has also been restored, but budget has not been passed yet (session ends June 3). There is no contract yet between Bibliomation and the State Library, but talks are ongoing for the system that will replace reQuest, the statewide interlibrary loan system.

*Funding for Ccard and State Aid mostly restored; grant to CLC cut.*

Interior Renovations: Data wiring begins June 1 at 7 a.m. The painters will begin work on the interior trim at 8 a.m. on the same day. The staff will work on an inventory of the collection during our closed time. No borrowed materials will be due during those days.

*Data wiring and interior trim painting to begin 6/1/15. Staff will do inventory while closed.*

Mrs. Barney met with Ralph Tedesco and Sheldon Conn and Paul Checco (Municipal Building Committee) about the restroom renovation. Testing for asbestos and lead has been done. The required size increase for ADA-compliant restrooms will eliminate much of the already-limited storage in the Technical Services area.

*Planning for ADA-compliant restroom continues.*

**New Business**

Brookfield Plan of Conservation & Development – Plan of Conservation & Development: Christina will review by 5/29/15. Mrs. Barney will review it next. There is a public hearing on the plan on June 4.

*POCD review.*

**New Board Member Vacancy:** Mrs. Parris and Mrs. Jaffe will continue working on this.

**New Business:** none

Mrs. McIlvaine requested that the board consider June/July/August meeting dates to see if any adjustments need to be made. The majority of board members are available for the June and July 22 dates. The August meeting may be reconsidered.

Mrs. McIlvaine made a motion to adjourn at 8:41, seconded by Mrs. Landelius.

Respectfully submitted,  
Deborah Brooks  
Recording Secretary