

**The Brookfield Library
Board of Trustees
Wednesday, June 24, 2015
7:30 p.m.**

Draft Minutes

1. Call to order

Present: Chairperson B. McIlvaine, Vice Chairman J. Voris, Treasurer C. Lasser, M. Jaffe

Absent with Prior Notice: C. Cumberton, C. Landelius, A. Smolnik

Absent without Notice: J. Barbosa, I. Parris

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

The meeting was called to order at 7:35 p.m. by Mrs. McIlvaine. It was noted that there was not a sufficient quorum present at tonight's meeting to take action on any items.

2. Public Comment

None.

3. Correspondence Received

None.

4. Additions to the Agenda – None.

5. Approval of Minutes of May 25, 2015 – Insufficient quorum.

Insufficient quorum to take action on Minutes.

6. Treasurer's Report – None.

7. Director's Report – Mrs. Barney referenced her previously submitted written report. She reminded Board members about the concert this coming Sunday. Several members offered to help with the serving of ice cream.

Concert this coming Sunday.

Mrs. Lasser noted her satisfaction with the outcome of the parking lot paving project.

Parking lot paving completed.

8. Old Business

- a. **2015/2016 Library Budget** - Mrs. Barney discussed putting \$10,000 previously allocated for the materials budget toward a 10-hour/week position at the Checkout Desk. Human Resources Director F. Smenyak has advised it is permissible if the funding is there. The annual salary for such a position would be approximately \$7,540. The position cannot be posted until it receives Board approval. The four Board members present indicated they are in favor of the action, and email approval from other members will be sought.

Discussion re: 10/hr week Circulation Desk person

- b. **New Library Committee** – Mrs. McIlvaine reported that the New Library Committee has been meeting and reviewing possible locations. Mrs. Cumberton has several maps, and Community

Discussion regarding possible locations for new library

Development Director K. Daniel has provided a map of the Mystery Acres site. Mrs. Lasser noted the wetlands restrictions on the town portion of that site. Mrs. McIlvaine briefly discussed the Gurski property. Mrs. Lasser advised that a private group had proposed making that site a working farm, but the Conservation Commission did not approve it. Mrs. McIlvaine has requested that Municipal Building Committee Chair P. Checko attend the next NLC meeting. Mrs. Jaffe inquired if the Four Corners site was still being explored, and Mrs. McIlvaine advised that no further progress has been made.

c. **Review of Policy 600 (Community Room) and 110 (Patron Behavior)**

Discussion later in meeting

d. **Parking lot paving** – The spaces have been striped. Mrs. Barney noted that the spots are narrower, and there are three additional spaces in the lot. This item can be removed from the agenda.

Parking lot paving completed

e. **Interior renovations – 1) Data Wiring** – Mrs. Barney reported that a few “drops” were missed during installation.

Data wiring completed

2) Furniture – Mrs. Barney advised that the new computer carrels and study tables will be delivered at the end of the week. E. Lazorchak suggested use of the old furniture by the schools, and Mrs. Barney encouraged her to contact someone from the BOE to discuss that. K. VanLeeuwen and A. Barney have looked at leather chairs, and are exploring different styles to accommodate different sizes of people.

Furniture delivery pending; discussion re: use of old furniture and purchase of new leather chairs

A new desk has been ordered for the Children’s Librarian.

New desk for Children’s librarian ordered

Mrs. Barney plans to order new hanging signs delineating the sections of the library.

New signs possible

3) Handicapped-accessible restroom project - Mrs. Barney shared a copy of the architectural drawings. The project will be going out to bid shortly, and will affect the staff space in the technical services area. The shelf in that space will go into the furnace room for storage. A plan for a handicapped-accessible restroom for the downstairs will be provided during the next fiscal year.

Drawings for new bathroom reviewed

At this time, the discussion returned to: Review of bylaws and policies

The Patron Behavior policy will be discussed when more Board members are present. There was discussion regarding the Community Room Policy, and it was noted that there are three designations for users with accompanying charges: a) Town departments; b) not-for-profits; and c) organizations that do not fall into either one of those categories. Mrs. Barney noted that all parties utilizing the room must show proof of insurance. There was discussion regarding TULIP (Tenant User Liability Insurance Program) Mr. Voris noted that a policy should be in place for the new library, especially if there are multiple rooms that can be used for mentoring and tutoring.

Fees for use of community room determined by status of group; implications of policy with increased availability of rooms with new library

Implications of policy with increased availability of rooms with new library

Mrs. Barney noted that she emailed the proposed revision to the Patron Behavior policy language to Board members.

Proposed language revisions to Patron Behavior Code of Conduct emailed to members.

9. **New Business:** None.

10. **Announcements:** Mrs. McIlvaine reminded Board members that the Friends of the Library Book Sale will take place at Center Elementary School this year, on August 6-10. Donations of books and materials will be accepted up until the time of the sale.

Friends' book sale first weekend of August at Center Elementary School

Mrs. McIlvaine will email the updated budget to members with the information regarding the proposed 10-hour position.

Updated budget info to be emailed

There was discussion regarding procedures that govern the spending of grant money. There was brief discussion regarding the difficulty of the MUNIS procedures.

Discussion re: grant money and MUNIS

The next meeting is scheduled for July 22, 2015. The August meeting may be cancelled.

Upcoming meetings

The meeting concluded at approximately 8:30 p.m.

Meeting concluded 8:30 p.m.

Respectfully submitted,
Dawn Cioffi
Recording Secretary

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