

**The Brookfield Library
Board of Trustees Meeting
Wednesday, July 22, 2015
7:30 p.m. upstairs in the library**

DRAFT MINUTES

1. Call to order

Present: C. Landelius, B. McIlvaine, J. Barbosa, C. Lasser, J. Voris, I. Parris, M. Jaffe, C. Cumberton (arrived at 7:39 p.m.)

Absent: E. Lazorchak, A. Smolnik

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

2. Public Comment

None.

3. Correspondence Received

None.

4. Additions to the Agenda

Add "Library Budget" and "Nominating Committee" under Old Business.

Additions of "Library Budget" and "Nominating Committee" under Old Business.

- 5. Approval of Minutes of June 24, 2015** – Mrs. McIlvaine noted that there was not a quorum, and advised that the prior month's Minutes (May 25, 2015) will be approved at the next meeting.

June 24, 2015 Meeting Minutes approved.

C. Lasser moved to approve the Minutes of the June 24, 2015 meeting. J. Voris seconded the motion, and it carried, 4-0-3, with B. McIlvaine, M. Jaffe, C. Lasser and J. Voris voting.

- 6. Treasurer's Report** – C. Lasser noted that the total amount in the library investment account has fallen below \$500,000 because of the funds spent on interior updating. Mrs. Lasser presented the Wells Fargo quarterly update.

Fund currently under \$500,000 mark.

- 7. Director's Report** – Board members did not have any questions on the written report emailed by Mrs. Barney. She noted that the parking lot paving included three additional spaces, but the spots themselves are smaller.

Three additional parking spots post-paving

Mrs. Barney discussed a year-long diabetes prevention program that the Library will be co-sponsoring with the YMCA. She noted that the past week's two concert performers received mixed reviews;

Upcoming diabetes prevention program

pointing out that the Pete Seeger musician was outstanding. Mrs. Landelius stated her satisfaction with the movie showing this past Saturday.

Mrs. Barney noted that the Chamber of Commerce newsletter was emailed to Chamber members, and that it discussed the need for a new library.

Chamber of Commerce supports new library

Mrs. Barney indicated that the roof replacement has been sent out to bid and will likely commence in August. She hopes the new roof will resolve the winter ice dam issues at the windows.

Roof repairs to begin in before fall.

C. Cumberton arrived at 7:39 p.m.

8. Old Business

***Additional Item - Library budget** – Mrs. McIlvaine explained that because the Library Budget had to be approved by the end of the fiscal year, and there was not a quorum at the June meeting, the Budget was approved by email. She noted that the Budget included a small increase in staff hours at the circulation desk. The FY15-16 Library Budget was approved unanimously by consensus.

Increased circulation staff hours. 2015-16 budget approved by consensus.

a. New Library Committee – C. Cumberton reported that the Committee met earlier today. H. Lasser attended, and reviewed the Town bonding schedule. Mrs. Cumberton advised that the Gurski Homestead is new possible location that is being considered. Committee members will be meeting with A. Dew (Chair of the Conservation Commission and Town Zoning Enforcement Officer) to discuss the property. Mrs. Cumberton stated that the NLC is still looking at the Town Hall property. She invited Board members to suggest any other potential locations.

Status of discussions on possible locations for new library; bonding process discussed

Mrs. Barney reported that she will be attending the 8/4/15 meeting regarding the Town Hall parking lot. She encouraged Board members to email her with any questions. Mrs. Barney read an email from Director of Public Works R. Tedesco advising that any parking changes made now will address only current needs. Mr. Voris discussed the ramifications of paving, and questioned what the “master plan” is. Mrs. Cumberton inquired what the rationale of the traffic study is, and Mrs. Lasser advised it related to insufficient parking and safety.

Mrs. Barney to participate in meetings re: Town Hall parking study

b. Review of Policy 110 (Patron Behavior) – Mrs. McIlvaine explained that the Library Board is responsible for the policies under which the Library operates, and these policies are reviewed regularly. Mrs. Barney noted that Mrs. Cumberton reorganized and simplified the wording of the Patron Behavior Policy. Mrs. Barney indicated that she

Patron Behavior Policy discussed; to be approved at next meeting.

added wording regarding e-cigarettes to the “no smoking” section. Mrs. Cumberton will research if there is a law that governs smoking outside of the library’s doors. She will call the First Selectman’s administrative assistant to see if there is similar wording for Town Hall.

Mrs. McIlvaine noted the provision that addresses carrying weapons is limited by state statute. Mrs. McIlvaine inquired if the possession of firearms could be outlawed. Mr. Voris agreed to consult with the Chief of Police, but added he does not believe that permitted firearms could be prohibited. Mrs. Parris indicated she felt it was a dangerous thing to have guns in the library. Mrs. Landelius inquired if the library has every had an issue with patrons bringing a gun in, and Mrs. Barney reported that, to her knowledge, it has not.

Discussion of smoking, carrying weapons, unattended children for inclusion in policy.

Section 3 – Staff Response to Inappropriate Patron Behavior – Mrs. McIlvaine discussed the language that addresses “unattended children”. Mrs. Cumberton noted that she looked at other libraries’ codes of conduct and tried to condense the current language for Brookfield.

There was additional discussion regarding prohibiting smoking near the front door. Mrs. McIlvaine indicated it would be prudent to have the same policy as Town Hall. The Board will defer additional discussion until the next meeting, after additional information is received.

Interior renovations

1. **Data wiring** – Mrs. Barney noted the company will be returning to rewire the section they missed. New display units for music CDs, and a coin-operated Keurig machine may be purchased, if it’s feasible to add additional power outlets.
2. **Furniture** – Mrs. Barney is continuing to look at chairs, and will visit the WB Mason showroom in Meriden.
3. **Handicapped-accessible restroom project** – This project will be underway shortly, and will not go to bid because it is under \$10,000.

Coin-operated Keurig to be considered.

Chairs still being looked at

Restroom renovation to begin soon

***Additional item - Nominating Committee** –Mrs. Parris and Mrs. Jaffe introduced Mr. Natarajan Nellicherry, a resident who is interested in filling a vacancy as an alternate on the Library Board. He is registered as an unaffiliated voter. Mrs. Landelius advised she would like to move from a regular to an alternate Board member. Mrs. McIlvaine explained that the change would have to go through the Board of Selectmen at its September meeting. Upon inquiry from Mr. Voris, Mrs. McIlvaine reviewed Mr. Nellicherry’s background. C. Landelius moved to recommend Natarajan Nellicherry as a new alternate member of the Library Board and to recommend his appointment to the Board of Selectmen. Mr. Barbosa seconded the motion, and it

Board membership changes to include recommended new member N. Nellicherry; C. Landelius to Alternate; I. Parris to Regular member; and resignation of A. Smolnik

carried unanimously.

Mr. Voris moved to agree to the request of Mrs. Landelius to step down to an alternate position on the Board; and the Board's recommendation is to fill her permanent spot with Mrs. Parris. Mrs. Jaffe seconded the motion, and it carried unanimously.

Mrs. McIlvaine discussed the policy governing alternates and permanent positions. She will write a letter to Mrs. Smolnik and request that she send a letter of resignation to the Town Clerk. Mrs. McIlvaine will try to ensure this is done in time to get the matter on the August BOS meeting agenda. It was suggested that the Board send a letter of thanks to Mrs. Smolnik for her time on the Board. Mrs. Barney will arrange a Board orientation session for Mr. Nellicherry.

After discussion, it was decided that August 26, 2015 library board meeting will be cancelled. The September meeting will be on September 23, 2015 at 7:30 p.m. A photo of Library Board members for the website will be taken at the September meeting.

Mrs. Cumberton advised that J. Doyon sent her a sample webpage for the New Library Committee.

9. New Business

None.

10. Announcements

None.

11. Adjourn – The meeting adjourned at 8:20 p.m.

Respectfully submitted,
Dawn Cioffi

*No meeting in August;
September meeting
9/23/15 will include taking
photo of Board*

*Webpage for New Library
Committee forthcoming*

*Meeting adjourned at 8:20
p.m.*