

**The Brookfield Library  
Board of Trustees Meeting  
Wednesday, September 23, 2015  
7:30 p.m. upstairs in the library**

**Draft Minutes**

**1. Call to order**

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

**Present:** Chairman B. McIlvaine, Vice Chairman J. Voris, Treasurer C. Lasser; M. Jaffe, C. Landelius, C. Cumberton, I. Parris, N. Nellicherry (arrived at 7:42 p.m.), Student Liaison E. Lazorchak, Library Director A. Barney

**Absent with Notice:** J. Barbosa

**Public Comment**

Mrs. McIlvaine noted that the appointment of N. Nellicherry as an Alternate member was made in August by the Board of Selectmen, following the resignation of A. Smolnik.. C. Landelius resigned as a regular member, and took the oath as an alternate. I. Parris has taken the oath to be a regular member.

*Resignation, appointments and status changes of members*

**Correspondence Received**

Mrs. McIlvaine read a card addressed to Mrs. Barney from V. Palmioto, thanking her for the opportunity to interview for a library staff position.

*Thank you for interview card read*

**Additions to the Agenda** – Mrs. McIlvaine advised that the Board needs to discuss Library Policy 110, as questions were received. This discussion will be added under New Business.

*Library Policy added to New Business*

**Approval of Minutes of July 22, 2015** – C. Lasser moved to approve the Minutes of Meeting of 7/22/15. C. Landelius seconded the motion, and it carried, with C. Cumberton abstaining. It was noted that there was not a quorum at the June meeting to discuss the May Meeting Minutes. This will be postponed until the next meeting, and Mrs. Barney will redistribute the Draft Minutes of that meeting, which are posted on the Town’s website.

*7/22/15 Minutes approved ; Review of May Minutes to be done at October meeting*

**Treasurer’s Report** – Mrs. Lasser will review this next month.

*Treasurer’s Report to be discussed at October meeting*

**Director’s Report** – Director’s Reports for August and September, as well as last year’s statistical and financial reports, were distributed by Mrs. Barney. Mrs. Barney remarked about the noise associated with the roofing project that is currently taking place. She noted that the asbestos remediation cost \$26,000. Upon inquiry from C. Landelius, Mrs. Barney stated that it was determined that it was safe for the library staff and patrons for the library to be open during the work. She indicated she received a few inquiries from patrons regarding the need for a new roof if a new library is being sought, and replied that the building is owned by the Town and must continue to be maintained, regardless of its future use.

*Roofing project discussed*

*N. Nellicherry arrived at 7:42 p.m.*

Mr. Voris inquired regarding a discrepancy between the number of items in the statistical report and the August Director's report, and was advised that it related to inventory not including missing items. Mrs. Jaffe inquired if the percentage of missing items is acceptable. Mrs. Barney replied she would always like to see it lower, but a security system is not warranted by the loss. Mrs. Cumberton inquired where the oversized books are located, and this area of the library was pointed out for her.

*Statistical report discussed*

There was additional discussion regarding the integration of juvenile non-fiction and reference items.

Mrs. Barney advised that the self-check-out unit is operational. She noted that patrons must have their library cards to use it. Ms. Lazorchak was successful in utilizing her scanned bar code on her phone to use the self-check-out.

*Self-check-out unit is up and running*

Other items discussed: The Friends of the Library Annual Dinner will be held on October 14 at The Hearth (all are invited). A checkout desk assistant was hired to replace Soma Mitra, who resigned last month. 45 applications were received, and 7 interviews were held. The new staff member starts on October 5, 2015.

*Friends' of the Library Annual Dinner 10/14/15*

*New staff member hired*

Mrs. McIlvaine remarked on the increased attendance at Teen programs. Mrs. Barney advised that J. Doyon visited Whisconier Middle School prior to the kick-off of the Summer program.

*Increased attendance at Teen programs noted*

Mrs. Cumberton inquired about the possibility of a bus to transport middle schoolers to Teen programs after school. Mr. Nellicherry indicated that Parks and Recreation programs have utilized buses to get children to activities at locations such as Brookfield Lanes. Students ages 12 and up can participate in Teen programs. Mrs. Cumberton suggested handing out fliers regarding Teen programs to the middle school, similar to those distributed by Parks & Recreation.

*Possibility of transportation to library programs from middle school*

Mrs. Barney advised that she met with the new Schools Superintendent, J. Barile. She stated he was interesting in learning how the schools can collaborate more with the Library. Mrs. Parris noted that transportation to Teen programs is sometimes an issue, and Mrs. Cumberton added that the availability of the Community Room may dictate what time Teen programs start.

*New School Superintendent interested in collaborating with library*

### **Old Business**

**New Library Committee** – Mrs. Cumberton advised that two locations are currently being explored: Town Hall and the Gurski Homestead. She indicated that she met with J. Howard, a Gurski descendant, today; Ms. Howard expressed a concern regarding the preservation of open space. Mrs. Cumberton also noted that there is a page for the New Library on the library's website, and a survey/questionnaire is being considered for input. Mrs. Cumberton met with Director of Public Works, R. Tedesco, who advised that the Ptak property would be acceptable for soccer field replacement, but the brush dump area is off limits. Mr. Tedesco felt that either Town Hall site would be suitable for a potential location. A concern at the Gurski site is the condition of the existing buildings. It was noted that the current library is a "safe spot" for Center Elementary School students should an emergency occur; the Gurski property would be even more accessible.

*Status of discussions regarding two potential sites of Town Hall and Gurski Homestead*

With regard to the Town Hall site, Mr. Tedesco noted that a traffic study would need to be done to determine if it is safe place to have a full driveway. A new library would need 100-150 parking spots. Mrs. Cumberton stated that Mr. Tedesco welcomed additional questions. There was discussion regarding sewer and water availability.

*Parking and traffic implications for both sites discussed*

Mr. Nellicherry pointed out that a traffic pattern analysis at the Town Hall site should be performed due to the proximity of the firehouse. It was also mentioned that there has been talk of an MTA station locating there.

There was discussion regarding the conflict between State agencies and the Town and how funding for restoration at the Gurski property has been handled.

*Role of State in progress with Gurski site*

Mr. Voris noted that there is water and sewer access is available at both sites. Additionally, the potential for future expansion should be considered.

*Infrastructure and expansion considerations*

**Review of Policy 501 (Partisan Literature)** – Mrs. Cumberton has not had an opportunity to review this policy.

*To be discussed at next meeting*

### **Interior renovations**

**Data wiring** – Mrs. Barney has obtained pricing for installation of new data jacks in the Children’s area (\$1,585.00, which could be taken from the capital budget). There was discussion regarding reconfiguring the music CD area and installing a table with a Keurig coffee machine, along with electrical power to the center of the floor of that area (a pole with 4 outlets would cost \$2,524.00).

*New data jacks in Children’s and Music CD areas coming*

There was discussion regarding the three-year cycle of replacing computers. The Board would like the remainder of the capital budget, after the self-check and data drop expenditure, to be utilized on computers. Mrs. Barney indicated she would like to replace one computer with an iMac. Mr. Nellicherry inquired if there is enough power in Teen section for devices. Mrs. Barney pointed out the current availability. Mr. Nellicherry suggested adding more next year.

*Replacement of computer cycle explained*

*Requests for more jacks and technology in teen area*

There was discussion regarding the location of data drops. Mrs. Jaffe suggested that touch screens be purchased for the Teen area; other trustees commented that many teens use their own handheld devices.

It was noted that J. Doyon and C. Cumberton are attending a two-day workshop on Makerspaces.

**2. Furniture** – There was discussion regarding chairs. C. Lasser had photos of chairs from the Monroe library. Mrs. Barney indicated she would visit the WB Mason warehouse.

*New chairs still being sought*

**3. Handicapped-accessible restroom project** – The two contractors who were invited to bid on the project may not be interested. Upon inquiry from Mr. Nellicherry, it was noted that there are no funds budgeted to make the downstairs restroom ADA-compliant in this year’s budget.

*Restroom project not started yet*

## **New Business**

**Policies** – Mrs. McIlvaine explained, for the benefit of the newer members, that the Library Board is charged with making policies and enforcing them. The current smoking policy does not address electronic cigarettes. Mrs. Cumberton obtained language from the Selectmen’s office from November 2009, and from other libraries’ policies. She will send the draft language to Mrs. Barney for discussion at the next meeting.

With regard to the gun policy, Board members expressed a desire to have a policy that prohibits guns regardless of a patron’s possession of a permit to do so. Mr. Voris indicated that Police Chief R. Montgomery has advised that this is within the rights of the Library Board. Chief Montgomery provided Mr. Voris with the legal reference, and this was shared with Board members. Mrs. McIlvaine stated that the current language prohibiting “weapons of any kind” is too vague. The policy does not apply to law enforcement officers.

*Policies regarding smoking and guns/weapons to be revised*

Mrs. McIlvaine explained that, once Board policies are written and approved, they must be reviewed on a regular basis by the Board. The most current list will be looked at so it can be determined which policies are due to be reviewed. Mr. Nellicherry inquired regarding the timeframe for revisions, and Mrs. McIlvaine advised it is every 3 – 5 years.

*Procedure for policy review discussed*

**Announcements** - Mrs. McIlvaine advised she is part of a group writing a draft of minimum standards for public libraries in Connecticut. She invited all Board members to attend the workshop sponsored by the Association of CT Library Boards on November 6. Board members interested in attending should contact Mrs. Barney no later than October 15, 2015.

*Library standards workshop at University of Hartford on 11/6/15*

**Adjourn** – The meeting adjourned at 8:57 p.m. The next meeting is scheduled for October 28, 2015.

*Meeting adjourned at 8:57 p.m. Next meeting 10/28/15*

Respectfully submitted,  
Dawn Cioffi, Recording Secretary