

**The Brookfield Library
Board of Trustees Meeting
Wednesday, October 28, 2015
7:30 p.m. upstairs in the library**

1. Call to order

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

Present: Chairman B. McIlvaine, Vice Chairman J. Voris, Treasurer C. Lasser, N. Nellicherry, C. Landelius, C. Cumberton, M. Jaffe, J. Barbosa, I. Parris (arrived at 7:35 p.m.), Student Liaison E. Lazorchak, Library Director A. Barney

2. Public Comment

B. McIlvaine remarked regarding the recent passing of M. Drapeau, former Trustee, Board Chairman, and Friend of the Library. It was noted that the position of Board Member Emeritus is allowed in the by-laws.

Long-time member M. Drapeau's recent death noted

3. Correspondence Received

None.

4. Additions to the Agenda

None.

5. Approval of Minutes of May 27, 2015 and September 23, 2015 – C. Lasser moved to approve the Minutes of May 27, 2015 meeting. M. Jaffe seconded the motion. Motion carried. N. Nellicherry (not a board member at that time) and C. Landelius abstained.

Minutes of May 27, 2015 and September 23, 2015 meetings approved

C. Lasser moved to approve the Minutes of September 23, 2015. J. Voris seconded the motion, and it carried, with J. Barbosa abstaining.

6. Treasurer's Report – C. Lasser has distributed the quarterly report. She noted some expenses were paid out of the fund recently.

Report distributed

7. Director's Report – Mrs. Barney distributed quarterly financial and statistical reports. There were no questions regarding the Director's Report.

Director's Report, Quarterly Financial and Statistical Reports distributed.

Mrs. Barney reported that she has been invited to a parking lot meeting at Town Hall on November 4. Additionally, she received an email from Town Controller B. Leverage advising of the hiring of Blum/Shapiro to assist with coordinating the Board of Education with the Town's MUNIS system. Mrs. Barney indicated that the library's credit card payment was not made on time, and a late fee was incurred. She has a record of when the bill was submitted to the Finance Office. Mrs. Jaffe inquired if the Library Board could write a letter regarding this issue. Mrs. Lasser noted that the payment request was submitted on time, and late fees should be charged elsewhere.

Mrs. Barney to attend Town Hall parking meeting on 11/4/15

Library credit card payment made late resulting in penalty and suspension

Mrs. Lasser noted that the auditors requested copies of recent statements of the Library investment account. She asked the Finance Dept. for a copy of the actual request. Mr. Voris discussed Town Charter language that indicates that

Auditors interested in obtaining statements of Foundation Investment Account

the Library Board controls those funds. Mrs. Lasser pointed out that the first line identifies the funds as an “investment account”. Mrs. McIlvaine noted that none of the funds are taxpayer-generated, but are from donations.

Mrs. Jaffe moved to that the Library Board submit a letter to the Town Controller and the Board of Finance stating that the Library Board is concerned that the agreed-upon use of a credit card for specific items requiring credit card payment has resulted in late payment. A. Barney discussed the current procedure for credit card use. Mr. Voris inquired if the Board of Education has control over its process, and if the Board has language in its by-laws. Mrs. Lasser inquired if the BOE voted to go to MUNIS. Mr. Voris suggested that the Controller be advised of the Charter language. Mr. Nellicherry inquired if different limits could be set for different departments. Mrs. Barney advised that the same oversight for the credit card payment is utilized for any invoice over \$1000. C. Lasser seconded the motion, and it carried unanimously.

Library Board moved to send letter to Controller and BOF re: late payment on credit card

Mrs. Barney will provide the dates and amounts of the credit card payment requests to the Library Board for its letter. She will discuss the issue with the consultant working with the town on MUNIS. Mrs. Lasser noted that the BOE has its own Finance Department. Mrs. Parris stated she believe the Board of Finance should be accountable for the late payments. Mrs. McIlvaine will draft the letter, and the BOF and Board of Selectmen will be copied on it.

Mrs. Barney to provide dates and amounts of bills related to the credit card

8. Old Business

- a. **New Library Committee** – Mrs. Cumberton reported that the deadline for a recommendation of location to the Library Board is November 18, 2015. She and M. Jaffe spoke with the Conservation Commission regarding the Gurski boundaries. There was discussion regarding possible issues if the Town Hall soccer field site is utilized, and the Metropolitan Transportation Authority decides to build a train station in Brookfield. There was discussion regarding ownership of the lot across from the Town fire station.

New Library Committee to recommend location at 11/18/15 Library Board meeting

Mrs. Cumberton discussed a two-day Makerspace Forum she and Jennifer Doyon attended at the Westport library.

Mrs. Cumberton attended Makerspace Forum

Mrs. Barney noted the success of the adult coloring programs that are continually filled to capacity. Ms. Lazorchak stated she felt the coloring program would be successful with teens, for stress reduction. Mr. Nellicherry noted the success of the TedX programs, which we can't share without a license.

Adult coloring programs popular beyond capacity

There was discussion regarding activities that could be done to educate and share the idea of a Makerspace with the public. Mrs. Cumberton will speak with J. Doyon, Teen/IT Librarian, regarding the possibility of getting one started at the library. There was discussion regarding the possibility of obtaining a grant from the Brookfield Education Foundation, and having K. Castner demonstrate to the Committee the capabilities of a 3D printer. Mrs. McIlvaine encouraged Mrs. Cumberton to continue working on getting a temporary makerspace established at the Library.

Discussion re: possible development of temporary MakerSpace

b. Review of Policy 501 (Partisan Literature) and Policy 110 (Patron Behavior) –Policy 110 will be discussed at the next meeting.

Patron Behavior Policy to be discussed in November

With regard to the Partisan Literature Policy, a slight change is being proposed. Mrs. Lasser moved to amend the language of Policy 501 to read:

Board moved to amend Partisan Literature Policy language

“In conformity with its Statement of Purpose, The Brookfield Library is a non-partisan institution. It maintains strict neutrality in all matters related to politics, religion, social issues, and other topics.

The library collection has been developed deliberately to include books and other materials that describe various viewpoints related to political philosophies, religious teachings, social issues, and other topics. These materials are provided expressly for the information and education of library users. The library neither supports nor condemns any of these viewpoints.

It is contrary to library policy for anyone to attach on to, or to insert into, library materials any extraneous flyers, leaflets, business cards, or other printed messages supporting or condemning specific political, religious, social, or other viewpoints. Any such items found on or in library materials were placed there without the permission of the library administration, and patrons who find them are to be encouraged to bring them to the attention of the library staff.”

Mr. Barbosa seconded the motion, and it carried unanimously.

c. Interior renovations

1. **Data wiring** – No discussion.
2. **Furniture** – Mrs. Barney met with a representative of WB Mason and provided a photograph of the chair that is desired. CD racks will be ordered as well.
3. **Handicapped-accessible restroom project** –The project has not gone out to bid.

Some progress with furniture; no contractors interested in bathroom project

9. New Business – None.

10. Announcements – Mrs. McIlvaine encouraged members to vote in the Town election on November 3.

Vote!

Adjourn – The meeting was adjourned at 8:28 p.m.

Meeting Notes submitted by
Dawn Cioffi