

**The Brookfield Library  
Board of Trustees Meeting  
Wednesday, November 18, 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**

None.

**3. Correspondence Received**

None.

**4. Additions to the Agenda**

None.

- 5. Approval of Minutes of October 28, 2015** – Mrs. Lasser moved to approve the Minutes of the October 28, 2015 meeting as submitted. Mr. Voris seconded the motion, and it carried unanimously.

*10/28/15 Meeting Minutes approved*

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

*Report distributed; some expenses paid*

- 7. Director's Report** – Mrs. Barney discussed an incident of a patron masturbating at a computer in the library on November 12, 2015. The police were called, and because a staff member was only notified by a patron, and did not witness the behavior, charges were not pressed. Mrs. Barney has sent the patron a letter banning him from entering the library.

*Police activity at library on 11/12/2015*

The Friends of the Library will hold a Mini-Book Sale on November 28 and 29, 2015. Mrs. Barney asked trustees to post the flyer if they could.

*Mini-Book Sale 11/28 and 29/2015*

Town Hall Human Resources has advised that all Town buildings will close at 1 p.m. on November 25, December 24 and December 31, 2015.

*Library closing early 11/25, 12/24 and 31/2015*

Mrs. Barney invited trustees to the concert this Sunday, November 22, featuring Ali Ryerson and Nicki Parrott.

*Concert 11/22/2015*

With regard to the patron incident above, a Staff Meeting will be held on December 1, 2015, to review library policy.

*Staff meeting 12/1/2015*

## 8. Old Business

- a. **New Library Committee (NLC)** –Mrs. Cumberton offered a PowerPoint presentation. It included a list of the sites considered, the professionals consulted, and photographs of the two main sites being considered: the Gurski Homestead and the Town Hall Campus. There was discussion regarding the State Historical Commission’s relationship with the Gurski site, and the potential parking issues at Town Hall. Mrs. Brooks and Mrs. Barney noted possibilities of alternate egress and expanded parking at the Town Hall site. Mrs. Cumberton reviewed the proposed next actions of the NLC. She discussed the Committee’s involvement of an architect, J. Carow, who has experience with library expansion and construction. She and Mrs. Barney will be taking Mr. Carow tomorrow to visit the sites under consideration.

*Presentation re: progress and status of New Library Committee*

*Consultation with architect J. Carow*

Mrs. Cumberton reviewed her discussion with R. Bryan, a consultant on the Ridgefield Public Library expansion. Ms. Bryan noted the importance of community participation, and creating a 3-5 year strategic plan. Mrs. McIlvaine advised that the latter is on the Board’s agenda for the coming year.

*Consultation with Ridgefield Library’s professional*

There was discussion regarding conducting a financial feasibility study before committing to a location. Mrs. Cumberton stated she is hopeful that the NLC will decide a location soon. Mr. Voris moved to extend the deadline for the New Library Committee’s decision on a location to January 27, 2016. It was noted that there are two Library Board meetings in January. Mrs. Jaffe inquired if a site commitment is necessary before contracting for a financial feasibility study. Mrs. Barney advised that the last NLC (approximately 2008-2009) concluded the Library Foundation would raise a portion of the funds required from town residents and businesses. There was discussion regarding input from townspeople regarding a location, and if cost would be a factor in the final recommendation. Mrs. Parris seconded the motion, and it carried unanimously.

*Financial feasibility study*

*Deadline for decision on location extended to 1/27/2016 Meeting*

Mr. Voris reviewed past discussions of financing a library. It was noted that H. Lasser presented to the NLC a few months ago regarding the procedure and timeline for Town contribution via bonds and notes.

*Financing discussion*

Lastly, Mrs. Cumberton discussed a proposed Makerspace Forum being scheduled for March 11 – 13, 2015. She will draft a schedule of events that will include hands-on, technology, art and community activities.

*Makerspace Forum proposed for 3/11-13/2016 at library*

- b. **Draft of letter re: credit card** – Mrs. McIlvaine advised she will draft a letter on behalf of the Board to the Controller, regarding the issue of non-payment of the library credit card invoices, which has resulted in late fees and the card being suspended. Mrs. Brooks provided a spreadsheet of the events and processes that have taken place since August. Mrs. McIlvaine will provide a similar chronology. Mr. Voris requested that the new First Selectman be advised of the issue.

*Discussion re: issues with payment of credit card bills*

There was discussion regarding more general problems with the MUNIS system.

Mrs. McIlvaine will send her letter to the Controller, the Board of Finance and the Board of Selectmen. She will include information regarding the unpaid bills, and advise that it is harming the credit standing of the Town.

*Mrs. McIlvaine to draft letter to Controller, BOF and BOS*

At this time, Mrs. McIlvaine suggested that the remainder of the agenda be postponed to the next meeting.

**c. Review of Policy 110 (Patron Behavior)** – Postponed to December 16 meeting.s

**d. Interior renovations**

1. **Data wiring** – The vendor is coming on Sunday, November 22, to begin.

*Data wiring to be done on 11/22/2015*

2. **Furniture** – Potential chairs have been considered. It was noted that the Friends of the Library received donations of approximately \$1,000 in memory of M. Drapeau. There was discussion regarding purchasing chairs with those funds, and honoring Mrs. Drapeau with a plaque near the chairs.

*Chairs to be purchased in memoriam of M. Drapeau.*

3. **Handicapped-accessible restroom project** – A contractor is scheduled to visit on November 20.

*Contractor scheduled for 11/20/2015*

9. **New Business** – None.

10. **Announcements** – Mrs. McIlvaine noted that the next meeting is scheduled for December 16, 2015, after the Friends of the Library meeting. The library budget will be discussed at the January 6, 2016 meeting, as it is due to the Selectmen's Office on January 15, 2016.

*Next meeting dates are: 12/16/2015 and 1/6/2016 (budget discussion)*

**Adjourn** – Mr. Barbosa moved, seconded by Mr. Voris, to adjourn the meeting at 8:50 p.m.

*Meeting adjourned at 8:50 p.m.*

Respectfully submitted,

Dawn Cioffi,  
Recording Secretary