

**The Brookfield Library
Board of Trustees Meeting
Wednesday, January 6, 2016
7:30 p.m. upstairs in The Library**

1. Call to order

The meeting was called to order at 7:31 p.m. by Acting Chairman/Vice Chairman J. Voris.

Present: Acting Chairman/Vice Chairman J. Voris, Treasurer C. Lasser, J. Barbosa (arrived at 7:34 p.m.), C. Cumberton, M. Jaffe, I. Parris, Student Liaison E. Lazorchak, Library Director A. Barney

Absent: Chairman B. McIlvaine, N. Nellicherry, Alternate C. Landelius

2. Public Comment: None.

3. Old Business

a. **2016-17 Budget: Review and Approval** – Mrs. Barney submitted the proposed 2016-2017 Budget Summary to Board members, and reviewed the changes from the current year’s budget. She explained that the reduction in the State Library Grants area is due to cuts at the State level. She noted that the increase in Paypal and Program income reflects where the income is at this point in the current year.

*State grants decreased;
Program income increased*

There was discussion regarding the added income from the patron coffee machine that will soon be installed. Upon inquiry from Mrs. Lasser, Mrs. Barney explained her calculation of the \$0.70 cost per cup and the \$1.00 charge to patrons. Income from the coffee service will show in Misc. Income, and supplies in Office Expense, per advice from the Controller.

*Cost/income from patron
coffee maker*

Mr. Barbosa arrived at 7:34 p.m.

Mr. Barbosa inquired regarding why the Donation Income and Donation Expense items are the same; Mrs. Barney explained that all income from donations is spent on designated expenses. Grant Income and Expense are also a pass-through. The three percent salary increase was as directed by the Board. The salaries line includes moving a part-time employee to a full-time position, as well as a small amount of discretionary hours as needed.

*Salary increases 3%; increase
of part-time position to full-
time*

Facilities Improvement expense is up by \$500. Maintenance and Utilities increase covers an additional day of cleaning service (to 5 days/week from 4 days/week), as well as increased copier and electric expenses. The increase in Office Expenses is related to the coffee machine. Additionally, Automated Services have been increased slightly to accommodate cost increases and new services.

*Facilities; Maintenance and
Utilities and Automated
Services increased*

There was discussion regarding the Books and Materials expense. Mrs. Lasser inquired about usage of Mango Languages Online, paid for by The Friends of the Library for the past three years. Mango had over 1,250 users over the past 2.5 years. The Friends have decided to fund pilot projects rather than ongoing

*1,250 Mango users over past
2.5 years*

expense. If projects are successful, the cost is to be moved to the Library budget. Mrs. Lasser encouraged Mrs. Barney to include the Mango statistics in her presentation to the Board of Finance.

It was noted that the Programs and Concerts expense remains the same.

Concerts income same

Mrs. Barney noted the increase in Library Equipment of \$2,000, due to expenses related to establishing a maker space. Mrs. Barney and J. Doyon plan to submit a grant to the Brookfield Education Foundation for the proposed maker space equipment. Mrs. Barney provided the Board members with a list of proposed equipment compiled by J. Doyon and local resident K. Rist. The cost of the top three items would be \$5,000-7,500. Space limitations dictate the amount of equipment, since it will have to be housed on a rolling cart(s). Software for the computers can be obtained through TechSoup at heavily discounted prices. Mr. Voris suggested listing specific items to be purchased on the grant request, and emphasizing the benefits to the community. Mrs. Barney reiterated that BEF grant funds can only be used for startup efforts; maintenance of ongoing programs/materials/additional equipment must be put into the regular operating budget.

Maker space priority items and start-up costs discussed

After additional discussion, Board members requested a change in the Library Equipment line to \$12,000, to reflect the \$10,000 increase due to Maker Space equipment.

Library equipment increase will include \$10,000 for Maker Space

The Board then discussed the line for a Community Survey for New Library. It was suggested that estimates for the new library be obtained first, as well as what its operating budget would be. Mrs. Barney indicated that an increase in staff will undoubtedly be necessary. The Board agreed that paid professional consultants would be involved in the planning stages. After discussion, it was suggested that "Community Survey for New Library" be changed to "New Library Planning Funds: First Stage".

New Library Planning Funds requested - \$50,000

Mr. Voris summarized that with the increases associated with the New Library Planning Funds and the Library Equipment/Maker Space, the budget represents an 11.6% increase over the current year. Mr. Barbosa advised that without those two expenses, it is a 4.5% increase.

Proposed budget approved by Board

J. Barbosa moved to approve the 2016-2017 budget as submitted. Mrs. Jaffe seconded the motion, and it carried unanimously.

Adjourn – The meeting adjourned at 8:15 p.m.

Meeting adjourned at 8:15 p.m.

Next meeting: January 27, 2016

Respectfully submitted,
Dawn Cioffi, Recording Secretary