

The Brookfield Library
Board of Trustees Meeting
Wednesday, March 23, 2016
7:30 p.m. upstairs in the library

Minutes

Present: Chair B. McIlvaine, Vice Chair J. Voris, Secretary M. Jaffe, Treasurer C. Lasser, C. Cumberton, C. Landelius, Library Director A. Barney, Student Liaison E. Lazorchak

Absent: J. Barbosa, N. Nellicherry, I. Parris

Call to order – The meeting was convened by Mrs. McIlvaine at 7:30 p.m.

Public comment – None.

Correspondence Received – Mrs. Barney read a letter she received from Melinda Luke, a Burnham Library (Bridgewater) Trustee, thanking Mrs. Barney for a recent meeting. Mrs. Barney also shared a Facebook post from patron C. Lennon, as well as an email from R. Jaffe with a link to his letter to the Editor of The News Times, and a note of support of additional funding for a New Library study. All three pieces of correspondence are attached hereto.

Three positive notes about library attached hereto

Additions to the Agenda – Mrs. Barney requested an addition related to a change in the Community Room policy. Mrs. McIlvaine noted that if Board member N. Nellicherry arrives, he may want to add policy reviews to the agenda as well.

Discussion re: Community Room Policy added to this agenda

Approval of Minutes of February 24, 2016 – Mr. Voris moved to accept the Minutes of the February 24, 2016 meeting. Mrs. Jaffe seconded the motion, and it carried unanimously.

2/24/16 Minutes approved

Treasurer's Report – None. Mrs. Lasser reported that Mr. McIntyre has advised that he will attend the May Board meeting.

Investment representative to attend May meeting

Director's Report-

Mrs. Cumberton inquired what the minimum number of attendees is for a Teen program to be cancelled. It was noted that it depends on the program. Mrs. Cumberton discussed sharing program information through a "network" of groups. Mrs. Barney suggested moving up the deadline for registration, so that level of interest, and the need to reach out to other groups, is determined early.

Discussion regarding promoting Teen programs

Mrs. Landelius indicated that the past four movie showings have been very well attended. Mr. Voris noted the increase in attendance for Teen programs.

Movie showings well attended

Mrs. Barney reported that a patron received a prank telephone call from a phone that supposedly was the Library's. She also noted that Administrative Assistant D. Brooks may be out over the next few weeks due to a family medical issue.

Telephone scam reported

Staff absence noted

Old Business

New Library Committee – Mrs. Landelius moved to go to into Executive Session at the end of the meeting. Mrs. Jaffe seconded the motion, and it carried unanimously.

Executive Session at end of meeting

2016-17 Library Budget – Mrs. Barney was commended for her presentation of the budget before the Board of Finance. Mrs. McIlvaine advised that the BOF is in the process of finalizing what will be presented to the town. It was noted that Public Works requested \$175,000 to replace library windows and install a new air conditioning unit at the Library. At the BoF meeting, those items seem to have been removed – the windows because future tenants of the building will probably remodel, and the air conditioner because BoF member (and electrician) M. Mulvaney said the current unit can be repaired as needed. Overall, the Library Board was satisfied with the outcome of its discussions with the Board of Finance.

Budget discussion positive

Capital items: Accessible restroom – The work is almost completed.

Restroom, renovation work almost complete

Interior Renovations: Mrs. Barney noted that she attached a final financial tally of the furniture purchases on the last page of her Director’s Report. The only remaining work to be done is the hanging of the new signs.

New Business

Review of job descriptions – Mrs. McIlvaine requested that the Board begin a review of staff job descriptions. Mrs. Barney ask staff members to add any duties that are not listed and eliminate those no longer performed. She will review the job descriptions, pass them on to the Board, and send them to Human Resources. The Board will review the Library Director job description.

Staff job descriptions to be reviewed

Community Room Policies – It was noted that these policies have not been reviewed in some time. There was discussion regarding photographing program attendees. Mrs. Barney shared a sign she drafted that advises patrons that photographs may be taken and posted online unless otherwise directed by patrons. She suggested that similar language be added to the Community Room policy. Mrs. McIlvaine recommended that the language should apply to the entire building, and advised the language be inserted into the patron behavior and/or and community room policies. Mrs. Landelius noted that children should not be photographed without permission. Mrs. Barney advised that a photo release has been used in the past.

Discussion re: community room policies, photography of patrons/attendees

There was discussion regarding the expectation of privacy in a public building. It was decided that Mrs. Barney’s sign will be posted in the community room. Mrs. Barney will ask the First Selectman for approval to consult the Town Attorney about a policy for the entire building, and any applicable age limit. This topic will be added to the next meeting’s agenda.

Town Attorney to be consulted regarding policy

Discussion at next meeting regarding policy

Executive Session -The Board went into Executive Session at 8:11 p.m. Members of the New Library Committee were invited to stays.

Executive Session re: New Library Committee

At 8:38 p.m., Mrs. Landelius moved to come out of Executive Session, noting that no actions were taken, nor were any motions made. Mrs. Jaffe seconded the

No actions/motions

motion, and it carried unanimously.

Announcements – None.

Adjourn – Mrs. Jaffe moved to adjourn the meeting at 8:39 p.m. Mrs. Lasser seconded the motion, and it carried unanimously.

Respectfully submitted,

Dawn Cioffi
Recording Secretary

Anita Barney
Library Director