

The Brookfield Library
Board of Trustees Meeting
Wednesday, April 27, 2016
7:30 p.m. upstairs in the library

Minutes

Present: Chairman B. McIlvaine, Vice-Chairman J. Voris, Secretary M. Jaffe, Treasurer C. Lasser, C. Cumberton, I. Parris, C. Landelius, Library Director A. Barney
Members of the New Library Committee: – D. Brooks, J. Choi, D. Cioffi, P. Wagner
Also Present: First Selectman S. Dunn, J. Park, Architect J. Carow
Absent: J. Barbosa, E. Lazorchak, N. Nellicherry

Call to order – The meeting was convened by Mrs. McIlvaine at 7:34 p.m.. She noted that members of the current New Library Committee were present, as well as J. Park, member of the first New Library Committee, and First Selectman S. Dunn.

Public comment – Mrs. McIlvaine encouraged meeting attendees to participate during discussion with the architect.

Correspondence Received – None.

Additions to the Agenda –

Approval of Minutes of March 23, 2016 – Mrs. McIlvaine noted her discussion in these Minutes regarding the photography in the community room should apply to the entire library. First Selectman Dunn stated that there is no expectation of privacy in a public building.

Discussion of photography of library programs and patrons.

Mrs. Lasser moved to accept the Minutes of the March 23, 2016 meeting. Mr. Voris seconded the motion, and it carried unanimously.

3/23/16 Minutes approved

Treasurer Report – Mrs. Lasser advised she emailed the quarterly investment fund report to the board. She noted it was down due to payment for the new furniture in the Library. Mr. McIntyre of Wells Fargo will attend the May meeting.

Quarterly report sent. Investment representative to attend May meeting

Director's Report-Mrs. Jaffe inquired if there was just one concert with no sponsorship. Mrs. Barney stated that the June and July concerts are currently not sponsored. She will email the Chamber of Commerce, and include a request for sponsors in the May email newsletter. The June concert (a big band) is more costly than the July concert.

Summer concert sponsors needed

After reviewing the options for digital magazines, the Library will stay with Zinio from Recorded Books. Mrs. Barney met with the Recorded Books sales

Digital and language services discussed

representative regarding new online services that provide gaming and instruction on musical instruments. She and the staff will discuss dropping the Mango language service, as usage may not warrant the cost of the subscription.

Summer Sunday closings

The library will close on Sundays after June 12, 2016, and resume the Sunday after Labor Day in September.

Mrs. Jaffe inquired if work on the downstairs bathrooms is part of the capital budget. Mrs. Barney noted that the current restrooms are impossible for wheelchairs and not good for walkers, and that a patron left the last concert because she couldn't get into the restroom. The upstairs bathroom cost \$22,000, and was funded as a Capital project in the Public Works budget. Director of Public Works R. Tedesco has advised that the work on the downstairs restroom is not feasible. Mr. Voris noted that the building should be compliant with building codes, and discussed safety issues with patrons utilizing the stairs. First Selectman Dunn encouraged Mrs. Barney to submit a "wish list" to his office at budget time.

Status of downstairs restrooms

Mrs. Barney shared copies of the Library's monthly Expense Report. There was discussion about the fact that our town appropriation is now shown as income quarterly rather than monthly. First Selectman Dunn noted that a new controller has been hired and encouraged Mrs. Barney to meet with her.

Old Business

New Library Committee – Architect's report to be presented tonight.

Architect to present tonight.

2016-17 Library Budget – Mrs. McIlvaine discussed the decrease in financial aid from the State. Mrs. Barney stated that our fiber connection for Internet access through the CT Education Network (CEN) will no longer be free; the monthly cost will be \$150. The State Aid to Public Libraries Grants have been eliminated for the upcoming budget year; it was approximately \$1200 this year.

*Decrease in State aid.
CEN no longer free*

New Business

Review of job descriptions – Mrs. Barney has sent current job descriptions to staff for comment, and has requested they be returned to her by May 15, 2016.

Staff job descriptions to be reviewed

Architect J. Carow arrived at 7:55 p.m.

Mr. Voris moved to discuss the New Library Committee portion of the agenda in Executive Session, and invited those present to remain. Mrs. Cumberton seconded the motion, and it carried unanimously.

*Executive Session from 7:57 p.m. to 9:13 p.m.
No actions taken.*

Executive Session concluded at 9:13 p.m. It was noted that no action was taken, nor were any motions made.

New Library Committee – Board and Committee members were requested to submit further questions and comment to Mrs. Cumberton no later than May 2, 2016. This item will be on the agenda for the next Library Board meeting on May 25, 2016.

*Comments due to Mrs. Cumberton by 5/2/16;
Item on agenda for next Board meeting*

Announcements – None.

Adjourn – C. Landelius moved to adjourn the meeting at 9:21 p.m. Mr. Voris seconded the motion, and it carried unanimously.

Respectfully submitted,

Dawn Cioffi
Recording Secretary

Anita Barney
Library Director