

**The Brookfield Library  
Board of Trustees  
Wednesday, May 25, 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, J. Barbosa, I. Parris, Alternate C. Landelius, Library Director A. Barney, Student Liaison E. Lazorchak

Other Members of the New Library Committee: – D. Brooks, J. Choi, D. Cioffi

Also Present: I. Agard, F. Bacon

**Absent:** N. Nellichery

**Call to order** – The meeting was convened by Mrs. McIlvaine at 7:31 p.m.

**Public comment** – None.

**Correspondence Received** – Mrs. McIlvaine noted receipt of an email from V. Bucci to Board of Finance member Mr. Belden and Mrs. Cumberton regarding the location of the new library. This item will be discussed under New Library Committee.

**Additions to the Agenda** – None.

**Approval of Minutes of April 27, 2016** – Mrs. Lasser moved to approve the Minutes of the April 27, 2016 meeting as submitted. Mr. Voris seconded the motion, and it carried, with Mrs. Landelius voting and Mr. Voris abstaining.

*4/27/16 Minutes approved*

**Treasurer's Report** – C. Lasser introduced Mr. T. McIntyre and Ms. S. McIntyre of Wells Fargo Advisors. S. McIntyre reviewed the Financial Annual Report dated May 25, 2016, discussing market trends, interest rates, and the market and account figures since last year. She pointed out the expenditure for the new furniture, and the impact on cash flow. C. Lasser clarified that the account being reviewed is not part of the Town budget. Mr. McIntyre reviewed stock allocation, prices and dividends.

*Financial Annual Report reviewed with T. and S. McIntyre*

The Board thanked Mr. McIntyre and Ms. McIntyre for their attendance at tonight's meeting, and the information they provided.

**Director's Report**- There were no questions or comments related to the Report as sent. Mrs. McIlvaine remarked on her satisfaction with hearing reports from staff related to information they receive at professional conferences.

Mrs. Barney reported on that morning's staff meeting with Charles Manos, Director of Special Services, Brookfield Schools, and Police Chief Montgomery regarding recognizing and dealing with patrons with mental health and/or substance abuse issues. E. Lazorchak discussed suicide prevention training offered

*Staff meeting on recognizing substance abuse and mental health issues*

through Peer Counseling at Brookfield High School. Mrs. Barney remarked that the Mr. Manos and Chief Montgomery provided awareness and encouraged staff to err on the side of caution and call the police if necessary. D. Brooks added that there was discussion regarding mental illness in the community. Mr. Voris advised that Brookfield police officers have been trained to treat overdose situations.

Mrs. Barney stated that there is still a need for sponsors for the June and July concerts. This was listed in the May newsletter and posted on the Facebook page.

*May & June concert sponsors needed*

Mrs. Barney advised that the new signs, as well as kites (funded by The Friends) in the Children's Department, have been completely installed. Most of the Maker Space equipment has been delivered. She showed as embroidery made by Teen Librarian J. Doyon using one of the sewing machines that will be part of the Space. The Maker Space will be "mobile" on carts until we have a new library.

*New signs & kites installed; Maker Space equipment delivered*

There was brief discussion regarding the State Library Construction grant that expires in 2018. The grant line has been eliminated due to state budget cuts, but grants already approved will probably still be funded.

### **Old Business**

**New Library Committee** – Mrs. McIlvaine introduced Mr. Frank Bacon. He owns a site at 101, 103 and 105 Laurel Hill Road that the New Library Committee has visited and discussed with him. Mr. Bacon stated that the land has been approved for 100 apartments, and that financing is in progress. He indicated he would prefer to see the library there, noting it would draw traffic and be a catalyst to development in the Four Corners area. Mr. Bacon stated that the site has potential for expansion. There was discussion regarding the status of development at other sites in Four Corners. Mrs. McIlvaine noted that the architect has looked at this site. The Board thanked Mr. Bacon for his attendance. He encouraged those present to contact B. Hebert if they wished to walk the site. There was discussion the status of sewer service in the area.

*Discussion with Mr. Bacon re: Laurel Hill Rd. site*

A recent article in the News Times regarding the New Library Committee was noted.

*News Time article discusses plans for new library*

**At 8:18 p.m., Mr. Voris moved to go into Executive Session for the purposes of discussing real estate, to include members of the New Library Committee and Ad Hoc Committee, and the Student Liaison. C. Lasser seconded the motion, and it carried unanimously.**

*Executive Session from 8:18 p.m. to 8:56 p.m.*

**Mr. Voris moved to come out of Executive Session at 8:56 p.m. Mr. Barbosa seconded the motion, and it carried unanimously.**

**Mrs. Lasser moved that the Board accept the New Library Committee recommendation, and pass to First Selectman Steve Dunn and the Ad Hoc Committee the charge of looking at property in the Four Corners as the optimal place for a new library; and that if they are unable to find land at Four Corners that is appropriate, to have Town Hall property as a back-up. Mr. Voris seconded the motion, and it carried unanimously.**

*New Library Committee recommends Four Corners as optimal site for new library, that the First Selectman and the Ad Hoc Committee look for available sites there; with Municipal Campus to be back-up.*

Mrs. Cumberton and Mrs. McIlvaine will meet with Mr. Dunn as soon as possible. Mrs. McIlvaine thanked the New Library Committee for their work, and the Foundation for financing architect Jay. Carow's site evaluation report.

**2016-17 Library Budget** – Mrs. McIlvaine noted that some State grant money has been lost. She advised that the only change is that the cleaning service will go out to bid, but there should be sufficient funding in the maintenance budget for a small increase.

*Cleaning service to go out to bid*

**Review of Job Descriptions:** In process.

*Job description review in process*

**New Business**

None.

**Announcements** – The June meeting will be the last one for Mrs. Landelius as she will be relocating out of the area.

*Last meeting in June for C. Landelius*

Four Board members attended a Freedom of Information workshop that discussed issues with subcommittee meetings.

*FOI workshop attended*

It was noted that when meeting minutes are posted, that they should be posted as "Draft Minutes". Any changes and/or corrections to those Draft Minutes should be listed in the subsequent meeting's review of those Minutes.

*Procedure for posting of Minutes*

The New Library Committee will focus on getting the message out regarding the new library. There was discussion regarding utilizing funds for consultant L. Post to speak with the library staff, Board, New Library Committee and Friends of the Library to discuss the New Library. Mrs. McIlvaine advised there is a Town Meeting Thursday, May 26, 2016, at 5:00 p.m. to set a date to approve the capital budget.

*L. Post to assist with delivering message re: new library*

Mrs. Jaffe asked for revised timeline for the New Library Committee going into the summer.

*Timeline for new library requested*

Mrs. McIlvaine requested that the Nominating Committee find two new potential Library Board alternates.

*Seeking two nominees for Alternate Board positions*

**Adjourn** – J. Barbosa moved to adjourn the meeting at 9:11 p.m. Mr. Voris seconded the motion, and it carried unanimously.

Respectfully submitted,  
Dawn Cioffi  
Recording Secretary

Anita Barney  
Library Director