

The Brookfield Library
Board of Trustees Meeting
Wednesday, June 22, 2016
7:30 p.m. upstairs in the library

Draft Minutes

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

Other Members of the New Library Committee Present: – D. Cioffi

Absent: J. Barbosa

Call to order – The meeting was convened by Mrs. McIlvaine at 7:35 p.m. Mrs. McIlvaine thanked Mrs. Landelius for her 15+ years of service on the Board.

Final meeting for Mrs. Landelius. She was thanked for her service.

Public comment – None.

Correspondence Received – None.

Additions to the Agenda – Recruiting of Board member for Mrs. Landelius to be discussed under New Business.

New Board member to be discussed under New Business

Approval of Minutes of May 25, 2016 – Mrs. Lasser moved to approve the Minutes of the May 25, 2016 meeting, noting the correction under “Approval of Minutes” that Mr. Voris did *not* abstain from the vote. Mr. Voris seconded the motion to approve the Minutes of the May 25, 2016 meeting, and it carried, with Mr. Nellicherry abstaining.

5/25/16 Minutes approved with one correction

Treasurer’s Report – Next month.

Director’s Report- Mr. Voris pointed out the success of the Maker Space group noted in the report. Mrs. Cumberton noted that this class will resume in the fall.

Maker space success noted

Mrs. Barney advised that the library’s air conditioning unit stopped working two days ago. S. Conn, Town Facilities Manager, and First Selectman Dunn have been notified. Mrs. McIlvaine noted that the requested replacement of that unit was cut from the Public Works capital budget. The current unit is as old as the library building, dating back to 1973. Mrs. Barney is awaiting a response from First Selectman Dunn.

Air conditioning unit not operating.

Circulation staff member Kristin Roberts has resigned to accept a full-time job. The vacancy has been posted by Human Resources. Mrs. Barney noted that due to staff vacations during July, Mrs. Roberts will continue to work a day or two a week until her position is filled.

Circulation Desk Assistant position open

Mrs. Barney also noted that she publicized her need for assistance for set up of Sunday's concert.

Concert help needed

Old Business

New Library Committee – Mrs. Cumberton advised that she received sample wording for Request for Qualifications for architects, and these were sent to Library Board Members as well as NLC members for their review.

RFQ draft language distributed

The schedule for consultant Libby Post's visit in July was distributed. Mrs. McIlvaine explained that Ms. Post is being hired to create a communications plan for a united NLC message. The core group for the visit includes: Mrs. Cumberton, Mrs. McIlvaine, Alice Carolan of the Friends of the Library, and Mrs. Barney, as well as selected community members. Mrs. Jaffe inquired regarding Ms. Post's fee, which is \$5,000 plus expenses.

Libby Post to meet with staff, Board, NLC, Friends and others in July

The schedule for Ms. Post's sessions was reviewed. It was noted that the library will be closed until 12:30 p.m. on July 18 for the session with staff. Two staff members will miss the sessions due to pre-scheduled time off, but will watch videotaped sessions upon their return.

Videotape of training session to be made available to absent library staff.

Mrs. Cumberton advised Mrs. McIlvaine that she sent revisions of the letter of intent for Ms. Post to Mrs. McIlvaine.

Mr. Voris moved to take the expense for Libby Post out of the line in the operating budget for New Library Planning expense. Mrs. Parris seconded the motion. Mr. Nellicherry inquired if a dollar amount for the expenditure would be assigned. Mrs. Lasser advised it was \$5,000 plus hotel expenses, her meals, and meals for session attendees. Mr. Voris clarified that a maximum of \$7,000 be approved, and amended his motion to clarify this amount, for Ms. Post's fee, expenses, and meals. Motion carried unanimously.

Funding for Ms. Post's expenses approved

Mrs. McIlvaine discussed the opportunity for NLC Chair C. Cumberton to attend a class at the Harvard University Graduate School of Design on August 1 – 3, 2016. The cost is \$1,750, and Mrs. Cumberton has found hotel accommodations for \$350 for the three nights, including parking. She is not asking for her meals or mileage to be reimbursed. Mr. Voris suggested an amount of \$2,700. **Mr. Voris moved to support sending C. Cumberton to the Harvard program, and to set a cap of \$2,700 from the New Library Planning expense in the operating budget. Mrs. Lasser seconded the motion, and it carried unanimously.**

Funding for Mrs. Cumberton's attendance at Harvard class approved

At 8:04 p.m., Mr. Voris moved to go into Executive Session and invite Ms. Lazorchak and NLC member Mrs. Cioffi to listen to the NLC report. Mrs. Jaffe seconded the motion, and it carried unanimously.

Executive Session 8:04-8:26 p.m. to discuss report of NLC

At 8:26 p.m., Mr. Voris moved, seconded by Mrs. Jaffe, to come out of Executive Session, and it was noted that no motions were made while in Executive Session. Motion carried unanimously.

2016-2017 Budget –

Executive Session - Mr. Voris moved to go back into Executive Session at 8:26 p.m. for the purposes of discussing personnel. Mrs. Jaffe seconded the motion, and it carried unanimously. Ms. Lazorchak and Mrs. Cioffi left the room during this discussion. Executive Session concluded at 8:42 p.m. No motions were made.

Executive Session 8:26-8:42 p.m. to discuss personnel

2016-2017 Budget - Mrs. Lasser moved to approve the budget as presented to Board members with a slight adjustment in the salary line as agreed. Mr. Voris seconded the motion. The operating budget amount appropriated by the Town is \$719,592; library-generated income is \$31,500. The Total Library Expense is \$751,092. Mr. Nellicherry inquired why the Community Room income was increased by \$1,000, and Mrs. Barney advised it is because the Room's use has increased. There was discussion regarding funding for New Library planning. \$61,000 is included in the upcoming bonding for capital expenses, while the \$50,000 is included in the operating budget. Motion carried unanimously.

2016-2017 budget approved with adjustment in salary line

Review of Job Descriptions – It was suggested that this be postponed to the July meeting. Mrs. Barney advised that the review of all job descriptions has been completed. Mrs. McIlvaine stated she would prefer to review three at a time, however, Mrs. Lasser indicated she would prefer to see them all together.

Job descriptions to be discussed at July meeting

New Business – Nominating Committee – Nominating Committee members I. Parris and M. Jaffe will present names of candidates to replace Mrs. Landelius at the July meeting.

Board member vacancy to be discussed at next month's meeting.

Adjourn – Mrs. Lasser moved to adjourn the meeting at 8:56 p.m. Mrs. Jaffe seconded the motion, and it carried unanimously.

Respectfully submitted,
Dawn Cioffi
Recording Secretary

Anita Barney
Library Director