

**New Library Committee**  
**Tuesday, August 23, 2016; 9 a.m.**  
**Brookfield Library Upstairs**  
**Draft Minutes**

**28<sup>th</sup> meeting**

The meeting was convened at 9:07 a.m. by C. Cumberton.

**Present:** Chair C. Cumberton, A. Barney, D. Brooks, J. Choi, D. Cioffi, B. McIlvaine

- **Approval of Meeting Minutes** – All members present found the Minutes of the last meeting satisfactory.
  
- **Libby Post Visit** – Mrs. Cumberton inquired of the group if there were any points from Ms. Post's visit that needed to be clarified.

There was discussion regarding the signatures on the petition at the Circulation Desk that have been collected over the past few years. Mrs. Barney advised that almost half of them are illegible. After some discussion, it was decided that another form asking for printed names, phone numbers, email addresses and other contact information would be displayed. Mrs. McIlvaine noted that signing the document is not binding as a vote, but rather an expression of opinion. Mrs. Barney will ask Mrs. May of the Friends of the Library to collect signatures at the Farmers' Market. Other suggestions included: putting check boxes for parties interested in receiving additional information and updates on the status of a new library.

Mrs. Cumberton asked Committee members to submit any questions for Ms. Post to her as soon as possible, so that they may be presented to her in one list. If Ms. Post is retained, her fee will be \$3,000 a month, so it is important to delineate what the Committee can do, and what will be required with Ms. Post's services.

It was also noted that Ms. Post suggested assigning individuals to nine coordinator positions for the New Library campaign. The assignment of these coordinators will be approved by the Library Board. Mrs. Cumberton reviewed the details of some of the positions. Mrs. Cumberton will serve as the Campaign Manager/Coordinator, and Mrs. Cioffi suggested that Mrs. Brooks serve as the Community Outreach Coordinator. Mrs. Cioffi offered to serve as the Direct Mail Coordinator, and it was noted that individual would work with Ms. Post as well as a professional graphic designer. Mrs. McIlvaine, as a member of the Library Foundation, advised she would oversee fundraising.

- **Lists for Community Outreach** – The list provided by Mrs. Cumberton was reviewed. There was discussion regarding separating the government and non-government agencies, combining the realtor groups, and delineating the groups that overlap (specifically, the many groups under the

schools and Parent/Teacher Organizations, as well as a System wide PTO). It was noted that Center School's principal is Krys Salon; Huckleberry Hill's principal is Mary Rose Dymond, and its PTO President is C. Zimmerman; Whisconier Middle School's principal is Deane Renda, and its PTO President is K. Morris. Brookfield High School's principal is M. Balanda. Other groups that were suggested to be included are: places of worship (Congregational Church, St. Joseph's, St. Marguerite's, Prince of Peace, St. Paul's, First Assembly of God, etc.); the Brookfield Women's Club (Betty Hensal); sports organizations (Brookfield Lacrosse, Brookfield Soccer, Brookfield Baseball and Softball Association, Pop Warner Football); Odyssey of the Mind; Story Hour parents/grandparents; Brooks Quarry/Housing Authority (R. Groski); the Friends of the Library; and the Brookfield Historical Society. It was also suggested that the various residential developments be contacted. Mrs. Cumberton will revise the list and re-distribute it to committee members.

- **List of Reasons** (Why we need a new library) – It was noted that Libby Post's document contains many reasons. Mrs. Cumberton asked Committee members to send her their lists, and she will create a Google doc.
- **Presence on Website** – Mrs. Barney has two presentations from previous new library campaigns. Other additions to the new website will include current library use and materials, and the presentation utilized for the construction grant. Ms. Post suggested utilizing a template for all material that is part of the campaign. Mrs. Barney will review the past presentations and note material that could go on the new website.
- **Discussion of Locations** – Mrs. Cioffi moved to go into Executive Session for the purposes of discussing real estate. Mrs. Brooks seconded the motion, and it carried unanimously. Executive Session began at 9:54 a.m., and concluded at 10:08 a.m., and it was noted that no motions were made.
- **Next steps** – The Committee will review presentation documents for the new website.
- **Gmail Account Activity** – No new activity.
- **Miscellaneous** – Going forward, the New Library Committee will meet every other Wednesday morning at 9 a.m., starting September 7, 2016. Additionally, Mrs. Barney will be on vacation from September 13 – September 23, 2016.
- **Close Meeting** – Mrs. Cioffi moved, seconded by Mrs. Brooks, to adjourn the meeting at 10:13 a.m.