

**The Brookfield Library**  
**Board of Trustees Meeting**  
**Wednesday, September 28, 2016**  
**7:30 p.m. upstairs in the library**

**Draft Minutes**

**1. Call to order**

The meeting was convened at 7:33 p.m. by Vice-Chairman/Acting Chair J. Voris

**Present:** Vice and Acting Chair J. Voris, Secretary M. Jaffe, Treasurer C. Lasser, J. Choi, C. Cumberton, N. Nellicherry, I. Parris, Student Liaison E. Lazorchak, Library Director A. Barney, Recording Secretary D. Cioffi  
**Absent:** (with notice) Chair B. McIlvaine; (without notice) J. Barbosa

**2. Public Comment** - None.

**3. Correspondence Received-** Mrs. Barney shared a thank you note from the Brookfield Theater for allowing their patrons to utilize library facilities while they experienced water problems.

*Mrs. Barney shared a thank you note from the Brookfield Theater.*

**4. Additions to the Agenda** – None.

**5. Approval of Minutes of August 24, 2016**

**Mrs. Lasser moved to approve the Minutes of the August 24, 2016 meeting. Mrs. Jaffe seconded the motion, and it carried, with Mrs. Cumberton abstaining.**

*Minutes of 8/24/16 meeting approved.*

**6. Treasurer’s Report** – None this month.

**7. Director’s Report**

Mrs. Barney noted that Mrs. Cumberton and Mrs. Choi will attend the upcoming Association of Connecticut Library Boards conference in November; Mrs. Parris indicated that she will also attend. Mrs. Barney noted that she will be attending retirement receptions for the library directors in Woodbury and Easton this Friday.

*Mrs. Cumberton and Mrs. Choi to attend ACLB meeting.*

*Two area directors retiring*

Mrs. Barney indicated that she is exploring the idea of beginning an ESL/ELL (English as a Second Language/English Language Learners) program at the library. Mrs. Lasser suggested speaking with the school system to find out what services it offers. Ms. Lazorchak noted that there are a number of students at the high school that speak different languages.

*Discussion re: formation of ESL/ELL program at Library*

Mrs. Barney also stated that the library is looking into starting a Writers’ Group. P. Petersen has met with Mrs. Barney and Assistant Director K. Van Leeuwen to discuss this possible undertaking.

*Possible Writers’ Group at Library*

Mrs. Barney and the Board discussed closing time for the day before Thanksgiving – what was done in the past, and whether the closing time should be the same as that of Town Hall. It was decided that the library will close at 4 p.m. on Wednesday, November 23, 2016. There was discussion regarding closing times for Christmas and New Year’s Eves. It is believed that last year it was 1 p.m. on those days. This year, the Board will leave it to Mrs. Barney’s discretion.

*Library to close at 4 p.m. on 11/23/16; closing times for Christmas and New Year’s eves to be determined*

**8. Old Business**

a. **New Library Committee** – Mrs. Cumberton noted that after some miscommunication regarding which committee is responsible for sending out the Requests for Proposals, she expects the RFP to be sent out this Friday (September 30, 2016). The Municipal Building Committee has advised us that three weeks is sufficient time for responses from architects. The architects will be allowed to tour the current facility ten days prior to the bids being due. The RFPs will be opened with members of the MBC, NLC, Library Board, Library Director, and Controller present. It is hoped that an architect will be chosen by December 5, 2016.

*Status and procedure for RFPs for architects discussed*

Mrs. Cumberton stated that when she contributed public comment at the last Board of Finance meeting, she asked BOF members about their availability for a new library presentation. After receiving only one response, she followed up with them. If she does not hear back from them, she will attend the next BOF Meeting.

*Status of BOF visit to Library*

A campaign coffee will also be scheduled for the members of the core group at a date to be determined.

*Campaign coffee to be scheduled*

Tours of the Southbury and Monroe libraries will be held the morning of Monday, October 17, 2016, beginning at 10 a.m. at Southbury.

*NLC to tour Southbury and Monroe libraries*

Zoning Enforcement Officer and Land Use Office Manager A. Dew has drafted a proposed regulation change related to square footage requirements/restrictions in the Town Center District. The draft will have to go to the Planning Commission for a referral, and then to the Zoning Commission for a public hearing.

*Proposed regulation change re: square footage in TCD discussed*

**Mrs. Cumberton moved to go into Executive Session at 7:54 p.m. and to invite all present for the purposes of discussing real estate. Mrs. Jaffe seconded the motion, and it carried unanimously.**

*Executive Session from 7:54 p.m. – 8:42 p.m.*

*Executive Session concluded at 8:42 p.m., and it was noted that no motions were made.*

**Mr. Nellicherry moved that the Board allocate up to \$5,000 for the purposes of engineering studies on properties of interest for the new library. Mrs. Lasser seconded the motion, and it carried unanimously.**

*Board allocates \$5,000 for engineering studies for properties of interest*

**b. Review of job descriptions (distributed at July meeting and emailed)**

– See conclusion of discussion of Item 8.c. below.

**c. Search process for new library director** – Mrs. Parris spoke with a representative from a search firm suggested by the Ridgefield Library (not the firm they used). She will forward their proposal to Board members. The firm can provide different levels of service; its fee is based on levels, and can be affected by a percentage of the posted salary range. There was discussion regarding the possibility of the Town paying for some of the search, and what would be required to get approval for that funding from the Boards of Selectmen and Finance. Mrs. Barney advised that most comparable smaller libraries in the state do not utilize search firms. She suggested that any firm that is retained not do the interviews, as the Board, not the consultants, would be working with the new director. Mrs. Lasser suggested that the firm be utilized to select an appropriate number of candidates eligible for initial interviews, and the Board can determine which individuals move on for subsequent interviews during the selection process. Mrs. Barney was interviewed twice by the full Board before being hired. The Board requested that Mrs. Jaffe and Mrs. Parris find out from a firm it is able to provide assistance to Board members on how to conduct the interviews. Additionally, the Human Resources Director, F. Smenyak, will sit in on the interviews. Mrs. Barney suggested the inclusion of an area library director as well. Mr. Nellicherry recommended that the Board obtain a few competitive bids from search firms. It was noted that Mrs. McIlvaine has a list of search firms, which Mrs. Barney will forward to the search committee.

*Discussion re: utilization of search firm for director position*

Mrs. Barney noted the existence of approximately \$20,000 in the fund balance. Mrs. Lasser suggested going to the BOS for a special appropriation to hire a search firm, which will then have to be approved by the BOF. **Mrs. Jaffe moved that the Board move ahead to work with a search firm for the new library director. Mrs. Lasser seconded the motion, and it carried unanimously. Mrs. Jaffe moved that the Board bring the request for funding for a search firm for a new director to Steve Dunn, to request that the BOS request special funding. Mrs. Cumberton seconded the motion, and it carried unanimously.**

*Board to request funding from BOS/BOF for funding of search firm*

There was additional discussion regarding reviewing the director job description to compose an advertisement for the director position. Mrs. Cumberton inquired if the search firm could be utilized to review the job description. It was noted that the new director would require the ability to work with various Town Boards on the new library. Mr. Voris advised that he believed that the draft job description forwarded to the Board by Mrs. Barney in August covers the position's duties well. After consulting with D. Lavallo of the State Library, Mr. Voris added that the position will require someone strong in design and data thinking, along with entrepreneurial, creative and public relations skills. Further, the person will be required to handle the staffing plan for the new library.

*Discussion re: director job description*

Mrs. Jaffe suggested that the Board members review Mrs. Barney's draft, with comments to Mrs. Parris for discussion at the next meeting. The role of longevity in the salary range will also be discussed.

Mr. Voris asked Board members to review the other staff job descriptions, and forward comments to Mrs. Parris and Mrs. Jaffe so that they can be consolidated and discussed at the next meeting.

*Job descriptions of director and other staff to be discussed at next meeting*

**New Business** – None.

**Announcements** – None.

**Adjourn** – Mrs. Jaffe moved to adjourn the meeting at 9:23 p.m. Mrs. Choi seconded the motion, and it carried unanimously.