

Draft Minutes

New Library Committee

Monday October 12, 2016 9AM

Brookfield Library Upstairs

31st Meeting

Present: Chair C. Cumberton, A. Barney, B. McIlvaine, D. Cioffi, P. Wagner, A. Chan

- **Approval of Meeting Minutes – September 26, 2016 Meeting** - Mrs. Cumberton requested that the first sentence under the “Next Steps” category be corrected to read, “Mrs. Cumberton attended the Municipal Building Committee meeting, where she stated the Requests for Proposal process was discussed.” Mrs. Cioffi moved to approve the Minutes from the September 26, 2016 Meeting. Mrs. Cumberton seconded the motion, and it carried, with Mrs. McIlvaine and Mr. Wagner abstaining.

- **Campaign for New Library** – Mrs. Cumberton noted that, upon reviewing the Request for Proposal, the Town’s Purchasing Agent, J. Gay, suggested a few changes. The Municipal Building Committee will then review the document. There was additional discussion regarding the RFP process. The firm of Doyle Coffin Architects has already inquired. That firm has experience with the Cadigan Park renovation, as well as experience with library construction. The RFP will also be posted to Dodge Reports, and the State portal for RFPs.

*Miscellaneous – Mrs. McIlvaine commented that an Executive Session is going to be part of a meeting, it needs to be listed on the Agenda.

The RFP will be sent to the Controller, but the Library Board will sponsor it, and members of the MBC, NLC, and Town finance officials will take part in the bid opening. s – should include Executive Session.

- **Board of Finance Meeting**

- **October 25th (unconfirmed)** – The Board of Finance will have a special meeting at the Library on October 25, 2016 at 7:00 p.m. Mrs. McIlvaine is unable to attend. Mrs. Barney will send Mrs. Cumberton an email with square footage and per capita information.

- **Discuss presentation (what slides do we want/need), does library have a prezi account that we can use** The presentation will include photographs/slide show, and will likely be set up in the Teen area, and will include: space per capita, maker space, café areas, study/meeting rooms, children’s rooms and outdoor space. It was noted that Prezi provides an impressive presentation at a low cost. Mrs. Chan suggested using a past/present/future format. Mrs. Barney recommended emphasizing the need for flexible space with shelves that are movable and safer for patrons to access. Another item discussed to be included was a quiet but visible teen area. Upon inquiry from Mr. Wagner if there has been any feedback from the Teen Advisory Group. Mrs. Barney indicated that Abbey Lynch has advised that members of that group are willing to speak to the BOF. It was also pointed out that the library is used as a warming/cooling center during power outage situations. Mrs. Cumberton, Mrs. Choi and Mrs. Chan will work on the slide presentation.

- **Gathering of Core Leadership** – Mon. 11/7, 21 and 22 – The possibility of having a member of the Teen Advisory Board speak at the November 7, 2016 Board of Selectmen meeting was discussed. After lengthy discussion, the meeting of the Core Group was scheduled for November 21, 2016 at 7:30 p.m. It will be held as a New Library Committee meeting, open to the public, and an agenda will be posted. A sign-in sheet will be utilized, the slide presentation will be shown, and light refreshments will be served.
- **Presence on Website** - It was also suggested that the slide presentation be linked to the Library website, as well as NLC meeting minutes.
- **Discuss Locations - Executive Session** - Mrs. Chan moved, seconded by Mrs. Cioffi, to go into Executive Session at 9:55 a.m., for the purposes of discussing real estate. Executive Session concluded at 10:00 a.m., and it was noted that no motions were made.
- **Next steps** : The aforementioned BOF meeting on October 25, 2016; NLC meeting with public on November 21, 2016; and tours of the Southbury/Monroe libraries. Additionally, the Community Outreach work will be shared by Mrs. Brooks, C. Lennon and C. Hand. Additionally, the Library will have a table at the Best of Brookfield Chamber of Commerce event on October 19, 2016, and it was suggested that a handout be provided with information regarding the November 21, 2016 meeting. Upcoming dates for NLC meetings are: November 7 at 9 a.m., November 21, 2016 at 7:30 p.m., December 5 and 19, 2016 at 9 a.m.
- **Gmail account** – No new activity. It was suggested that the Gmail address be added to the Best of Brookfield handouts, encouraging members of the public to send in ideas.

Mrs. Cioffi moved to adjourn the meeting at 10:10 a.m. The motion was seconded by Mrs. McIlvaine, and it carried unanimously.