

The Brookfield Library

Board of Trustees Meeting

Wednesday, October 26, 2016

7:30 p.m. upstairs in the library

1. Call to Order

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

Present: Vice/Acting Chair J. Voris, Secretary M. Jaffe, J. Barbosa, J. Choi, C. Cumberton, I. Parris, Student Liaison E. Lazorchak, Library Director A. Barney, Library Location Ad Hoc Committee Member G. Steiner; N. Levesque, PE, CCA; Recording Secretary D. Cioffi

Absent with notice: Treasurer C. Lasser, Chair B. McIlvaine; N. Nellicherry

2. Public Comment – None.

Mrs. Cumberton moved to go to Agenda Item 8.a., New Library Committee. Mrs. Jaffe seconded the motion, and it carried unanimously.

8. Old Business

a. New Library Committee - N. Levesque, PE, CCA, 40 Old New Milford Rd., and G. Steiner were present.

Mr. Barbosa moved to go into Executive Session at 7:34 p.m. for the purpose of discussing real estate, and to invite all those present to attend. Mr. Voris seconded the motion, and it carried unanimously.

Mrs. Parris moved to come out of Executive Session at 8:22 p.m. , noting that no motions were made in Executive Session. Mr. Voris seconded the motion, and it carried unanimously.

Mrs. Cumberton advised that the Request for Proposals for pre-referendum architectural services for a new library was sent out by the Town's Purchasing Agent, J. Gay. Bids will be opened on November 3, and will be reviewed by the Municipal Building Committee and New Library Committee members on November 10. A list of architects to be interviewed will be developed, and interviews will be conducted in mid-November. It is hoped that an architect will be selected by December 5, 2016.

Mrs. Cumberton reported that members of the Board of Finance (S. Hathorn, R. Gianazza, G. Rooney, M. Zerbe), as well as Town Treasurer J. Lucas visited with New Library Committee members at the Library last evening. BOF members encouraged NLC members to promote the new library as much as possible. A public information session has been scheduled for November 21, 2016, at 7:30 p.m., and members of the core group that attended L. Post's sessions this past summer will be in attendance. Notice of the meeting will be shared with the Chamber of Commerce and the Board of Education.

Executive Session from 7:34 p.m. to 8:22 p.m. to discuss real estate. No motions made.

RFPs sent out; due back 11/3/16

BOF members visited library

Public information session re: New Library to be held 11/21/16

Mrs. Cumberton and Mrs. Barney met with Betsy Paynter, the Town's new Economic and Community Development Manager. Land Use Manager A. Dew has drafted for a zone text change for the Town Center District that will increase the allowed square footage for municipal building, grocery stores and assisted living facilities.

Mrs. Cumberton & Mrs. Barney met with new Economic and Community Development Manager

Proposed zone text change to increase square footage for municipal buildings

Southbury and Monroe libraries toured by NLC members

Lastly, members of the NLC toured the Southbury and Monroe libraries, noting the presence of flexible space and programming space in both facilities.

3. **Correspondence** – None.

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

5. **Approval of Minutes of September 28, 2016 - Mrs. Jaffe moved to accept the Minutes of the September 28, 2016 meeting. Mrs. Cumberton seconded the motion, and it carried, with J. Barbosa abstaining.**

September meeting Minutes accepted

6. **Treasurer's Report** – The Report was distributed to Board members, and briefly discussed.

7. **Director's Report** – Mr. Voris noted \$1,800+ balance of income over expenses for the first quarter. Mrs. Barney advised the Town monthly appropriation is being deposited in a timely manner. She explained that the difference between the August and September salary amounts related to the fact that there were three pay periods in September.

First quarter financial report reviewed

Mrs. Barney also complimented Library Administrative Assistant, D. Brooks, for discovering a large overcharge on a repair bill for the motorized screen in the Community Room.

D. Brooks finds overcharge on service bill

Mrs. Barney pointed out the need for a new people counter at the door. Funding for its replacement comes from the library equipment line of the budget. After lengthy discussion regarding other possible equipment needs, the Board advised Mr. Barney to replace the counter with the less-costly version.

Patron counter to be replaced

8.b. Review of Job Descriptions (distributed at July meeting and emailed) – Noted.

8.c. Search process for new library director - Mrs. Parris and Mrs. Jaffe reported that the Board's request for funding to retain a search firm to assist with the search for a new library director was denied by the Board of Selectmen. Mrs. McIlvaine and Mrs. Jaffe spoke with Human Resources Director F. Smenyak about her assistance with the advertising and working with professional associations. Mrs. Barney indicated that she received an email that the Board of Selectmen does not need to approve the job description, and noted that she has shared a list of places and organizations to post the job advertisement.

BOS denied request for search firm to help fill library director vacancy

BOS does not need to approve job description

The revised job description for the Library Director was reviewed, and Board members were asked to provide input. Upon inquiry from Mr. Voris about whether the description considers what the skills the position would require five years in the future, Mrs. Barney stated that the description reflects what she does now. She added that the position will require qualities that are difficult to quantify, such as adaptability and vision. Mrs. Barney expects that the position should allow for the individual to work more as a liaison with the community and perform public relation duties, with the day-to-day library operations handled by other staff members, and noted that the salary paid to the next director might have to be higher than her current salary. She shared a chart of director salaries from similar towns that includes the AENGLC rank (the relative wealth of the community), total library budgets, size of the staff, and years in the position for each director. Mr. Voris indicated that he spoke with Dawn Lavalle at the State Library, and pointed out that there have been library director retirements in several area municipalities. Mrs. Parris suggested adding the importance of having experience with building and planning associated with the role. Mrs. Barney advised that the current description includes the requirement for evening meetings and occasional weekend work. Mrs. Jaffe stressed the importance of getting the description finalized in a timely manner. After discussion, Mrs. Barney suggested the addition of the following language: "Will work with the Library Board, New Library Committee, and Municipal Building Committee on the development and implementation of a new library." **With that change, Mrs. Cumberton moved to approve the job description for the library director. Mr. Barbosa seconded the motion, and it carried unanimously.**

9. **New business** – None.

10. **Announcements** – None.

Adjourn – Mr. Barbosa moved to adjourn the meeting at 9:04 p.m. Mrs. Parris seconded the motion, and it carried unanimously.

Respectfully submitted,

Dawn Cioffi, Recording Secretary

Requirements and salary ranges discussed

Role of director in development of new library; additional language added to job description.

Job description approved.