

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

Call to Order

The meeting was convened at 7:38 p.m. by Chairman McIlvaine

Present: Chair B. McIlvaine, Vice Chair J. Voris, Secretary M. Jaffe, Treasurer C. Lasser (arrived at 7:54 p.m.), J. Choi, C. Cumberton, I. Parris, Student Liaison E. Lazorchak, Library Director A. Barney, Recording Secretary D. Cioffi; Josh Flowers, Municipal Building Committee

Absent: (with notice) N. Nellicherry, (without notice) J. Barbosa

Public Comment – None.

Correspondence – None.

Additions to the Agenda – Children’s Assistant position to be discussed under Item 9.a., 2017-2018 Library Budget.

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

8. Old Business

a. New Library Committee

i. Enter into Executive Session for the purpose of discussing real estate matters - The Board entered into Executive Session at 7:39 p.m. for the purpose of discussing real estate matters. *C. Lasser arrived at 7:54 p.m. during Executive Session. Executive Session concluded at 8:43 p.m. Mrs. Cumberton moved to recommend Doyle Coffin Architecture to the Municipal Building Committee as the architect for the New Library Project. Mrs. Lasser seconded the motion, and it carried unanimously.* The Municipal Building Committee will make this recommendation to the Board of Selectmen.

Executive Session from 7:39 p.m. to 8:43 p.m. to discuss real estate. Board moved to recommend Doyle Coffin Architects for New Library Project

Mrs. Cumberton reported that the NLC has a Facebook page. The community information session held on November 21, 2016 was attended by approximately 35 members of the public.

*NLC has Facebook page
Information session well-attended*

b. Search Process for new library director

i. Enter into Executive Session for the purpose of discussing personnel matters – *Ms. Lazorchak left the meeting at 8:44 p.m. Mrs. Lasser moved to go into Executive Session for the purpose of discussing personnel matters at 8:45 p.m. Mr. Voris seconded the motion, and it carried unanimously.*

Executive Session from 8:45 p.m. to 8:48 p.m. to discuss personnel matters; no motions made.

Mrs. Lasser moved to come out of Executive Session at 8:48 p.m. , noting that no motions were made in Executive Session. Mr. Voris seconded the motion, and it carried unanimously.

Approval of Minutes of October 26, 2016 - Mrs. Jaffe moved to approve the Minutes of the October 26, 2016 meeting. Mrs. Parris seconded the motion.

Mrs. McIlvaine clarified that the Library Director's job description did not have to be approved by the Board of Selectmen, however, the item was put on its consent calendar, and was approved. **Motion to approve the Minutes of the October 26, 2016 meeting carried, with Mrs. McIlvaine and Mrs. Lasser abstaining.**

Treasurer's Report – No discussion.

New Business

2017-2018 Library Budget – The proposed budget is due to the First Selectman before the end of the calendar year. The amount of \$85,000 will be put in for the Library Director's salary. After some discussion, it was decided that a three percent increase for staff salaries would be proposed for next year, to stay in line with libraries in the area.

There was discussion regarding moving the Children's Program Assistant from part time to full time, with the additional responsibilities of ordering Teen books and serving as the high school liaison. This will allow the Teen/IT Librarian to do more IT work and teach more classes. This change will take place on January 1, 2017, and the position will remain full time in the 2017-18 budget.

The Board agreed that the budget they will consider at the 12/21/16 meeting will include:

- Moving one part-time Checkout Desk position to full time
- Add one 15 hour/week Checkout Desk position
- Increase cleaning service from four days/week to five
- Leaving the New Library Expense line in the budget
- MakerSpace expenses to be included in Library Equipment

Capital items to be requested:

- \$10,000 for technology to maintain the three-year computer replacement schedule
- Renovating lower-level restrooms and making at least one handicapped accessible to meet Americans With Disabilities Act requirements

Mrs. Barney will email the proposed budget to Board members in advance of the December 21 Library Board meeting.

October meeting Minutes approved, with clarification

Proposed salary increases for 2017-2018 budget discussed

Children's Assistant to be increased to full-time as of 1/1/17, with additional duties

Budget proposals

Announcements – Mrs. McIlvaine advised that the Chamber of Commerce will honor Mrs. Barney at its annual Gala on March 25, 2017. The Library Foundation will benefit from fundraising done at the event.

Chamber of Commerce to honor Mrs. Barney at March Gala

Adjourn – Mr. Voris moved to adjourn the meeting at 9:10 p.m. Mrs. Parris seconded the motion, and it carried unanimously.

Respectfully submitted,

Dawn Cioffi,

Recording Secretary