

The Brookfield Library
Board of Trustees Meeting
Wednesday, December 21, 2016
7:30 p.m. upstairs in the library

1. Call to Order

The meeting was convened at 7:30 p.m. by Chair McIlvaine

Present: Chair B. McIlvaine, Vice Chair J. Voris, Secretary M. Jaffe, Treasurer C. Lasser, J. Barbosa, I. Parris (arrived at 7:32 p.m.), Alternate J. Choi, Alternate C. Cumberton (7:34 p.m.), Library Director A. Barney, Human Resources Director F. Smenyak, Recording Secretary D. Cioffi

Absent: N. Nellicherry (without notice)

- 2. **Public Comment** – None.
- 3. **Correspondence** – None.
- 4. **Additions to the Agenda** – None.

5. Approval of Minutes of November 30, 2016 – Mrs. Lasser moved to approve the Minutes of the November 30, 2016 meeting. Mr. Voris seconded the motion, and it carried, with Mr. Barbosa abstaining.

Minutes of 11/30/16 meeting approved.

6. Treasurer’s Report – None.

7. Director’s Report – Mr. Voris commented on the Teen Advisory Board, and Mrs. Barney reported that it has been meeting regularly. Mrs. Choi stated she has asked Children’s Assistant Abbey Lynch about the possibility of rotating the meetings to different days each month.

Teen Board meeting regularly

Mrs. Barney noted that, as in years’ past, J. Doyon will offer instruction on downloading/streaming materials on tablets and other devices for patrons who received new equipment during the holiday season.

J. Doyon to offer Digital Download instruction in January

Mrs. Barney advised that after the switch to Thrift Books from Better World Books, scanning and shipping weeded material resulted in only a \$6.50 check to the library. In the interests of saving staff time, she decided that weeded items will be made available for purchase by patrons at 50¢ each.

Weeded materials to be sold for \$0.50 each

8. Old Business

a. New Library Committee

Mrs. Cumberton advised that at its last meeting, the Municipal Building Committee voted to recommend the architectural firm of Doyle Coffin Architects to the Board of Selectmen at its next meeting on January 9, 2017. Mrs. McIlvaine and Mrs. Cumberton reviewed the selection process. Once approved by the BOS, the selection will be announced on the NLC Facebook page.

MBC to recommend Doyle, Coffin to BOS as architects for New Library

Mrs. Cumberton stated that Brookfield resident Robin Powell, who works at the Westport Library, welcomed members of the NLC to her home to review Westport's recent renovations. The Westport Library moved its stacks to the bottom floor, enclosed its makerspace, and made most of its furniture and shelving mobile, to allow for flexibility.

Brookfield resident/Westport Library employee shared Westport's recent renovations, with focus on flexible space.

The New Library Committee information is now on the library website under "About Us". The FAQ shared at the Community Coffee is also there.

NLC on Library website

Mrs. Cumberton noted that a few residents have attended recent Board of Selectmen and Board of Finance meetings to speak in support of current services and the new library. Additionally, letters of support have also been sent to those Boards, and they will be posted on the NLC Facebook page

Local residents showing support for new library at BOS and BOF meetings

The Chamber of Commerce Gala scheduled for March 25 will honor Mrs. Barney on her retirement. The library will provide bookmarks made on its 3D printer for the Gala goody bags, with labels stating they were printed on the library's maker space 3D printer purchased with a grant from the Brookfield Education Foundation. Bookmarks will be printed with white resin; the cost of the resin will be comparable to having custom bookmarks printed on leather or metal.

Chamber Gala will honor Anita Barney in March 2017; library to contribute bookmarks made on 3D printer go goody bags

8.b. Search Process for Library Director - At this time, Mrs. McIlvaine requested that the Board enter into Executive Session for the purpose of discussing personnel matters. **Mrs. Lasser moved, seconded by Mr. Voris, to enter into Executive Session at 7:48 p.m., for the purpose of discussing personnel matters. Motion carried unanimously.**

*Executive Session from 7:48 p.m. to 8:52 p.m.
No motions made*

Executive Session concluded at 8:52 p.m., and it was noted that no motions were made.

Mrs. Jaffe moved to recommend to the Board of Selectmen the candidate of choice for the position of Library Director, at the salary discussed. Mrs. Parris seconded the motion, and it carried unanimously.

Board to recommend its candidate of choice for the Library Director position

At 9:00 p.m., Mrs. Lasser moved to enter into Executive Session for the purpose of discussing real estate matters. Mr. Barbosa seconded the motion, and it carried unanimously.

Executive Session 9:00 p.m. – 9:08 p.m. to discuss real estate matters

Executive Session concluded at 9:08 p.m., and it was noted that no motions were made.

No motions made

The Board then returned to Item 8.a.

1. a. New Library Committee – Mrs. Cumberton advised that the NLC is researching the cost of a bus for a tour of area libraries. The NLC will invite members of the Boards of Selectmen and Finance, the Economic Development Commission, and interested town residents to tour the libraries of Monroe, Southbury and Ridgefield. The approximate cost for the bus is \$800, and Mrs. Cumberton would like to put this expenditure to a vote for the Board at the January meeting. Mrs. Barney advised that there is approximately \$39,000

NLC to coordinate bus trip for town officials and residents to tour area libraries

remaining in the Future Library Expense line in the current year's budget, minus the purchase of the resin purchased to make the bookmarks for the BEF Gala.

8.c. 2017-18 Library Budget – Mrs. Barney advised that the budget is due by the end of the calendar year. She noted that the Board had requested that she submit the budget with a three percent salary increase. The salary range for the to-be-hired Director was noted. Mrs. Barney shared the staff salary distribution. It was noted that as of January 1, 2017, the Children's/Teen Programming Assistant will be full time. There was discussion regarding increasing one other staff member to full-time, the Charter modem and fiber line costs, increasing expenditures on children's fiction, and increasing the cleaning service by one day a week (from 4 days to 5). **Mrs. Parris moved to approve the budget distributed by Mrs. Barney as the operating budget for the next fiscal year. Mr. Barbosa seconded the motion, and it carried unanimously.**

Proposed salary and expenditure increases reviewed

Proposed budget to BOS approved

Mrs. McIlvaine noted the current year's capital amount of \$10,000 for Technology, and requested that Mrs. Cumberton speak with Mr. Checco for the amount to budget for the architect during the next fiscal year.

Capital and architect expenditures discussed

Mrs. Barney will speak with the Public Works Director regarding the Building Maintenance portion of the budget. There was discussion regarding improving the restrooms downstairs, and the capital budget proposal.

Building Maintenance budget discussed

New Business – Mrs. McIlvaine distributed the meeting schedule for the Board for 2017 and January 2018.

2017 meeting schedule reviewed

Announcements – Mrs. Cumberton advised the Board that the next Board of Finance meeting is January 11, 2017. Mrs. McIlvaine thanked all of those involved in the application review and interview process for the Library Director position.

BOF to meet 1/11/17; Thanks expressed for help during interview process for Director position

Adjourn – Mr. Voris moved to adjourn the meeting at 9:24 p.m. Mrs. Parris seconded the motion, and it carried unanimously.

Respectfully submitted,

Dawn Cioffi, Recording Secretary