

**The Brookfield Library**  
**Board of Trustees Meeting**  
**Wednesday, February 22, 2017**  
**7:30 p.m. upstairs in the library**  
**Draft Minutes**

**1. Call to order**

The meeting was convened at 7:33 p.m. by Chair McIlvaine.

**Present:** Chair B. McIlvaine, Vice Chair J. Voris, Treasurer C. Lasser, Secretary M. Jaffe, I. Parris, Alternate J. Choi, Alternate C. Cumberton, Current Library Director A. Barney, Incoming Library Director Y. Cech, Student Liaison E. Lazorchak, Recording Secretary D. Cioffi

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

**Introduction of new Library Director** - Mrs. McIlvaine welcomed new Library Director Yvonne Cech, who will begin on March 27 by spending three days to one week with retiring Library Director A. Barney. Mrs. McIlvaine requested that Mrs. Cech attend the March Board of Finance meeting. Mrs. Barney will welcome Mrs. Cech in the March newsletter, which will be published on February 28. After her official start date, Mrs. Cech will hold drop-in coffee events to meet the public.

*New Library Director Yvonne Cech introduced to the Board*

**Public Comment –**

**Recognition of Prudential Spirit of Community Award presented to Emily**

**Lazorchak** – Mrs. McIlvaine reported that Ms. Lazorchak received this award for her many volunteer activities, including years of service at the library, participating in summer reading programs and working with the Circulation Supervisor, along with serving as student liaison to the Library Board. Mrs. McIlvaine further noted that Ms. Lazorchak is a National Merit Scholar.

*Student Liaison E. Lazorchak receives honor for her volunteer work*

**Correspondence Received** – Mrs. Barney shared a note of thanks from Brookfield Social Services for the recent donation of goods from library staff and board members.

*Note of thanks from Social Services for donations*

**Additions to the Agenda** – None.

**Approval of Minutes of January 25, 2017** – Mrs. Lasser moved to approve the Minutes of the January 25, 2017 meeting. Mr. Voris seconded the motion, and it carried, with Mrs. Jaffe abstaining.

*Minutes of 1/25/17 approved.*

**Treasurer’s Report** – Mrs. Lasser stated that our investment advisor will attend the April Board meeting. Mrs. McIlvaine explained to Mrs. Cech that the investment account is funded by donations. It is spent solely on capital expenditures, and is overseen by the Library Board.

*Financial advisor to visit at April meeting*

**Director’s Report** – In addition to her written report, Mrs. Barney advised that the chestnut tree on the library’s north lawn is dying and may be taken down.

*Tree on library lawn may be removed*

Mrs. Barney received a quote from Hantsch Electric for installation of lights for the library sign in the amount of \$1,274. Mrs. Barney will attend the Historic District Commission's March 2 meeting to request a Certificate of Appropriateness.

*Quote received for lights for library sign*

1) Upcoming events at the library include an author talk with Brookfield resident Dr. Chris Kukk, discussing his recently published book, *The Compassionate Achiever: How Helping Others Fuels Success*. Dr. Kukk has given the library a donation to purchase books to create a "Compassion Collection". 2) A folk/bluegrass concert will be held this Sunday; the March concert with the Silver Fox Trio is sponsored by Mrs. Barney. 3) A Twitter workshop will be held on March 20; the instructor is providing his services free of charge.

*Compassion discussion to be held, and compassion collection to be added*

*Upcoming concerts discussed*

*Twitter workshop to be held*

Mrs. McIlvaine added that the draft Charter Revision is on the Town's website, and includes the Library Board's request to increase membership to nine regular members rather than six regular and three alternates. A public hearing on the proposed Charter Revision will be held March 2. Mrs. McIlvaine will attend.

*Draft Charter Revision proposes increase in regular Board members*

### **Old Business**

**a. New Library Committee** - The contract for the Doyle Coffin, the architects for the new library, has been returned for language revisions. Upon inquiry from Mr. Voris, it was noted that the contract covers approximately \$125,000 in costs for pre-referendum services.

*Chamber Gala sold out!*

*Language of architect contract being revised*

A bus tour to the Southbury and Ridgefield libraries will be held on Saturday, March 11. There was discussion regarding accommodating possible overtime for the transportation cost, as well as funding food for the event. Mrs. Cumberton will work with NLC member C. Hand to distribute the Evite. Additionally, NLC member L. Ruggiero has been updating the NLC Facebook page regularly with letters from residents in support of the new library.

*Bus tour to be held 3/11/17*

**Enter into Executive Session for the purpose of discussing real estate matters – Mr. Voris moved to go into Executive Session at 8:09 p.m. for the purpose of discussing real estate, and to invite D. Cioffi (NLC member), E. Lazorchak and Y. Cech to remain. Mrs. Parris seconded the motion, and it carried unanimously. Executive Session concluded at 8:21 p.m., and it was noted that no motions were made.**

*Executive Session from 8:09-8:21 p.m. No motions made*

**b. 2017-18 Budget** – There was discussion regarding the ten-year capital plan recently presented by First Selectman Dunn. The plan included four timing options for funding capital projects: 1) the Four Corners streetscape; 2) replacement of a school; 3) a new library; and 4) renovation of the Police Department. Mrs. Cumberton met with Board of Education member R. Belden, and there was discussion regarding the scheduling of all of the projects. Mrs. Lasser stated that a new library has been the priority project for the past couple of capital plans. Mrs. Cumberton and Mrs. McIlvaine will attempt to attend the next Board of Finance meeting.

*Ten-year capital plan includes four proposed projects*

It was noted that the operating and capital budgets for the library for the upcoming fiscal year have been submitted to the First Selectmen, and were reviewed with the Board of Selectmen. There was discussion regarding the salary line item, the

inclusion of Social Security in that amount, and the proposal of a two percent increase in salaries, with Director and Board discretion. After the meeting with the Board of Selectmen, proposed library items in the Public Works' budget that included new windows, an ADA-compliant restroom downstairs, and air conditioning, have been postponed. Mrs. Barney will advise when the library budget presentation is scheduled with the Board of Finance. She further noted that the server will have to be replaced in the next budget.

*Budget will include two percent salary increase*

*New windows, bathroom and air conditioning to be postponed*

There was discussion regarding the account for marketing the new library, and this will be revisited at the next meeting. It was noted that fees for the architect come out of the capital budget, which can be spent over three years.

*Marketing for new library to be discussed at next meeting*

**c. Election of Officers** – Mrs. Parris presented the following slate of officers for 2017, which was unanimously approved by the board:

*Election of Officers*

Chairman: Betsy McIlvaine

Vice-Chairman: John Voris

Secretary: Maizie Jaffe

Treasurer: Cathy Lasser

**d. Farewell Open House for retiring library director** – A reception will be held for Mrs. Barney on Sunday, April 23, from 2 – 5 p.m. to which the public will be invited, as well as members of Town boards and Town officials. Friends of the Library President Alice Carolan is organizing food and drink. There will be a presentation during the reception. There was discussion regarding parking and the need for assistance from the Police and the Lions' Club.

*Reception to honor Mrs. Barney to be held 4/23/17*

**New Business**- The subject of eliminating fines for overdues was brought up. Mrs. Barney noted that some libraries are doing away with fines for overdue materials. Our library collects approximately \$9,000 a year in fines and fees. Mr. Voris recommended keeping the fines.

*Library will continue to collect fines for late materials*

**Announcements – None.**

**Adjourn** – Mr. Voris moved to adjourn the meeting at 9:03 p.m. Mrs. Parris seconded the motion, and it carried unanimously.

Respectfully submitted,

Dawn Cioffi, Recording Secretary