

**Draft Minutes**  
**New Library Committee**  
**Monday, February 27, 2017, 9:00 a.m.**  
**Brookfield Library – Upstairs**

**38<sup>th</sup> meeting**

**Present:** A. Barney, D. Brooks, A. Chan, D. Cioffi, C. Cumberton, C. Hand, B. McIlvaine, L. Ruggiero, P. Wagner

- **Approval of Meeting Minutes** – Minutes not available for review.
- **New Business**
  - **Capital Plan** – Mrs. Cumberton reported that the capital plan was submitted to the Board of Finance by the First Selectman. There are four options for building projects, and each was presented to the Controller, who advised that her preferred sequence involved the library being started first. Mrs. Cumberton met with Bob Belden of the Board of Education, who suggested that she meet with Tara Lerner, who is chairing a subcommittee for building projects.

*S. Murphy arrived at 9:10 a.m.*

There was discussion regarding recent discussion about potential uses of Center School.

*C. Lennon arrived at 9:11 a.m.*

There was discussion regarding improvements on police station, and recent posts on the Brookfield Advocacy Facebook page. Mrs. Cumberton will be having coffee with Christine Zimmerman.

Mrs. Lennon noted a recent New York Times article related to funding of public schools, that pointed out that libraries are not being funded in affluent areas. Mrs. Barney advised that she has been to Parent Teacher Organization meetings in the past. It was suggested that the new library director meet with school staff and parents.

Mrs. Murphy inquired how many library users are residents in Brookfield, and Mrs. Barney noted that approximately 9,000 Brookfield library cards have been issued.

There was discussion regarding possible locations to post the library newsletter besides the Post Office, Senior Center and Town Hall. Mrs. McIlvaine noted that the Friends' book sale is listed in the Park and Recreation catalog. Mrs. Hand suggested a library presence at Kids' Day at the Firehouse (June), summer concerts in the park, and the farmers' market.

- **Old Business**
  - **Letters in support to the BoS and BoF** - It was noted that the Board of Selectmen meet next Monday, and the Board of Finance meet next Wednesday. The Board of Finance will have the final say on the capital plan.

Mrs. Ruggiero pointed out the need to educate residents about the different timelines involved in a new library, and a new school, noting that the latter will take a much longer time to realize. Mrs. Brooks inquired regarding the role of the Municipal Building Committee, and Mrs. McIlvaine advised that they supervise the building projects. There was discussion regarding who is responsible for assessing public buildings and what needs to be replaced.

Mrs. Ruggiero advised she has copies of most of the letters in support received to date, and not all have been posted to the Facebook page. Future letters to the Boards of Selectmen and Finance should be copied to the NLC, and NLC members could attend BOS/BOF meetings and read the letters. Mrs. Cumberton will send a copy of a supportive email from Jacqueline Cohen to Mrs. Ruggiero.

- **Chamber gala** - 160-170 bookmarks have been made. The Gala is sold out, and a total of 215 bookmarks will be needed, per Susan Murphy. The Gala will be honoring "Stars in the Community". Mrs. Brooks will find out what the deadline is for the FAQ placard.
- **Art Contest** – Mrs. Sequeira and Mrs. Lasser are not present.
- **Marketing Plan** – Mrs. Chan stated she is unsure about how well the "love letter" posted on Valentine's Day was received. March events will include announcing the new library director, which is being planned by the Library Board. The new director, Mrs. Cech, has already planned on doing three coffees: one morning, one afternoon, and one evening session, which may not take place until the month of May. Mrs. Barney's retirement reception will be held April 23, 2017, and the Police Department will provide an officer for traffic control, with assistance from the Lions' Club. Mrs. McIlvaine will get in touch with St. Paul's regarding parking. Mrs. Carolan, of the Friends, will likely do a sign-up genius for food, and J. Doyon will compose an invitation with an RSVP option.

The April event for marketing was to be the announcement of the art contest winner. Mrs. Ruggiero will check the status of that and determine if that is still possible.

- **Bus trip** – The invitation was sent to 52 people. Various organizations such as the Brookfield Education Foundation, YMCA, Brookfield High School and SEPTA parents may be included. Mrs. Ruggiero advised she will also post it to the Facebook page. Betsy Paynter, the Community Development Director, will also be invited.
  - **Discuss food options** – There was discussion regarding \$200 food from Chick-Fil-A. Mrs. Murphy suggested inviting Devon Scanlon (Chick Fil A owner), and her mother, Linda McCaffrey.
  - **Facebook Page** – Discussed above.
  - **Community Outreach Coordination** - C. Lennon discussed issues with the legibility of signatures on the petition kept at the Circulation desk. She has constructed lists in Google docs and MailChimp. Mrs. Ruggiero will post the bus trip on Facebook page
  - **Architect** – Mrs. Cumberton noted that wording changes need to be made on the contract, and those changes should occur soon so that the contract can be finalized and confirmed.
- **Next Steps** – Discussed above.
- **Future Meetings**
  - March 13<sup>th</sup>, 27<sup>th</sup>
  - April 3<sup>rd</sup>, 24<sup>th</sup>
  - May 8<sup>th</sup>, 22<sup>nd</sup>

- **Gmail account** – There was one email from Marni McNiff.

The meeting closed at 10:18 a.m.