

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

41st

Present: A. Barney, D. Brooks, D. Cioffi, C. Cumberton, B. McIlvaine, L. Ruggiero, Y. Cech, A. Chan, C. Hand arrived @ 9:07 a.m.

- **Approval of Meeting Minutes** – One correction related to post-bus trip survey, everyone who responded to “Did you find this trip helpful” said “yes”. For approval next time.
- **New Business**
 - Read motion made by Library Board of Trustees at its March 22, 2017 meeting. Next steps include meeting with S. Dunn, BOS, likely in Executive Session, BOF. Mrs. McIlvaine explained the process from there if there is a purchase of property and when any location is made public. 45 days from Town Meeting to referendum. Mrs. Cumberton advised that the Ad Hoc Location Committee is meeting with Mr. Dunn this week, so there is a possibility that the item could be added to the BOS agenda.
- **Old Business**
 - **Capital Plan** - Mrs. McIlvaine noted that \$50,000 for planning new library was reduced to \$10,000.
 - **Letters in support to BoS & BoF** - Mrs. Cumberton noted that a letter was received from C. Kukk and comments to. Letters are needed. Mrs. Ruggiero will post letter from S. Mortofolio.
 - **Chamber gala** – Discussion regarding sell-out; unaware if library items sold because of timing. There was discussion regarding the sale of the “Stars in the Community”. Mrs. Barney will send a condensed version of her speech to Mrs. Ruggiero. And Mrs. R. will photograph Anita and CC with their “stars” (for anita and nlc)
 - **Art Contest** – Mrs. Cumberton will reach out to Mrs. Sequeira. Plan was to reach out to BHS and WMS to get art to put on Facebook page. Discussion re: issue with school year running out. Mrs. Barney suggested tying it in with Summer Reading program. Art can go on Facebook page and then be made into bookmark. NLC will meet next Monday, April 3, 2017. Met Community Discussion points last Monday.
 - **Marketing Plan** – Mrs. Chan stated that the next thing is to announce the art winners for April. There will be discussion by the end of April to figure out plan moving forward. Mrs. Ruggiero suggested sending out another email. National Library week is week of April 9, 2017, and reception for Mrs. Barney is April 23, 2017, from 2:00 – 5:00 p.m. Mrs. Barney volunteered to do this to community list via Mailchimp. Mrs. Barney’s husband’s band will play at the reception. which is being planned by the Library Board. Mrs. Ruggiero will send out the final version. Mrs. Hand suggested sending it a flyer. Mrs. Cumberton will send draft to Mrs. Barney and Mrs. Brooks for finalizing. It will be in the form of a personal email from the NLC email. Mrs. McIlvaine will send draft to Mrs. Cumberton, and J. Doyon will assist with the registration option for the reception.

- National Library Week – information has not been received from ALA . Mrs. Cech suggested having refreshments with flyers. ‘Fine free” or “Amnesty” week. “Read Down Your Fines” Mrs. Chan will meet with Mrs. Cech about the marketing plan this week.
- **Bus trip** – Mrs. Cumberton requested that everyone send photos to D. Brooks for sharing with shutterly.
- **Facebook Page** –
- **Community Outreach** – C. Hand will put together a calendar of when groups meet. Laptop, data projector and small screen will be bought for NLC. CC looking into t-shirts for committee. Possibility of utilizing sewing machines to embroider. Mrs. Cech’s mother.
- Architect – BM, YC and CC meeting with architect 4 p.m. Thursday in Room 209.
- **Next Steps** – Discussed above.
- **Future Meetings**
 - April 3rd, 24th – 9 a.m.
 - May 8th, 22nd
- **Gmail account** – Please add me to your list; being sent to C. Lennon; bus company and chik fil a bills.

The meeting closed at 10:00 a.m.