

**The Brookfield Library**  
**Board of Trustees Meeting**  
**Wednesday, April 26, 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 C. Cumberton, Alternate J. Choi, Library Director Y. Cech, R. Zini, Doyle, Coffin Architecture, S. McIntyre, Wells Fargo Investment Representative, Recording Secretary D. Cioffi, and J. Penada

**Absent:** J. Barbosa (without notice)

**2. Public Comment – None.**

**3. Correspondence Received –** Ms. Cech shared an email from retired Library Director A. Barney dated 4/25/17 to the Board (attached hereto).

*Email from A. Barney attached*

**4. Additions to the Agenda – None.**

**5. Approval of March 22, 2017 –** Mrs. Lasser moved to approve the Minutes of the March 22, 2017 meeting. Mrs. Jaffe noted the following correction: that Alternate Member J. Choi was present. Mrs. Lasser moved to approve the Minutes of the March 22, 2017 meeting as amended. Mrs. Jaffe seconded the motion, and it carried unanimously.

*Minutes of 3/22/17 approved with one correction*

**6. Treasurer's Report –** Mrs. Lasser advised that the quarterly report was sent. She noted that the Wells Fargo has changed website to more favorable format.

- a. **Financial Advisor visits for annual review of investment account –** S. McIntyre, Wells Fargo, was present. Mrs. Lasser explained that stock certificates for Merck stocks could not be found. She will be asking for a motion to send note to send to Merck to issue stock certificates to get them into the investment account. This item will be added to New Business.

*Mrs. Lasser requesting permission to sign paperwork to get Merck certificates into portfolio*

S. McIntyre reviewed packet she shared with the Board that includes detailed information on both Board of Trustees' accounts. Ms. McIntyre reviewed returns on the accounts. Upon inquiry from Mr. Voris regarding the annualized investment, there was discussion regarding the possibility of re-profiling the accounts. Ms. McIntyre advised she would be happy to return to discuss this with the Board at its requests.

*S. McIntyre of Wells Fargo reviewed accounts with Board*

**7. Director's Report –** Ms. Cech shared her Report. Y. Cech – C. Cumberton wanted to know how many people attended individual programs. Currently, the

*Discussion re: program attendance numbers.*

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attendance report is broken down by target audience (children/teen/adult, etc.) There was discussion regarding the low turnout for Teen programs. Ms. Cech advised she plans on reaching out to Brookfield High School staff to discuss opportunities to collaborate. Ms. Cech will provide a detailed breakdown of programs for one month, and then it will be determined if that specificity is necessary.

There was discussion regarding a “per patron cost” measurement. Ms. Cech advised she would like to move away from charging for programs. At the suggestion of Mr. Voris that the Board cover material costs for programs, it was noted that the Board cannot do this, as its policy does not allow for covering operating expenditures. Ms. Cech advised that the maximum impact of not charging for programs would be \$600-800 annually, and it may be possible to apply for grants for some of these monies. Mrs. McIlvaine suggested that this decision be left to the Director’s discretion, and encouraged an attempt to make programs free of charge. Ms. Cech will also pursue grant opportunities and discussed reviewing programs on the basis of whether they are serving a population in the community (i.e., offering a bilingual storytime; there is often grant money for specific types of programs such as this).

*Discussion re: program funding and grant availability.*

Lastly, Ms. Cech advised that Mike Brooks, the husband of library staff member and New Library Committee member Debbie Brooks, will be undergoing brain surgery that will involve the installation of a piece of artificial skull manufactured by a 3D printer.

*Use of 3D printing for medical treatment of staff member’s husband*

## 8. Old Business

- a. **Farewell Open House for Retiring Library Director** – update – Mrs. McIlvaine indicated that the Farewell Reception was a success and very well-attended. She advised that there are photos of the event, and thanked the Lions’ Club, Police Department, St. Paul’s Church and the Brookfield Theatre for its assistance with parking. Mrs. Cumberton will send a thank you letter to the Lions Club. Mrs. McIlvaine also noted that Ms. Cech is in the process of completing three separate meet-and-greets with patrons in the library.

*Well-attended farewell reception for Mrs. Barney*

*Ms. Cech holding “meet and greets”*

b. **New Library Committee** –

- i. **Financial Feasibility Study** – status of hiring consultant – It was noted that at the last meeting, the Board voted to support spending from the Foundation of up to \$20,000 to conduct a feasibility study to determine how much money could be raised toward a new library. A few proposals have been received.
- ii. **Future Library Expense budget line item** – There is \$20,000 remaining in the operating budget for new library planning. Ms. Cech advised that the library is purchasing a laptop, projector and screen for the NLC to do presentations, as well as a portable trade show booth. All of these items can be used within the library by members of the community after the NLC concludes its work. Ms. Cech has contacted two marketing specialists to help estimate the

*Proposals for feasibility study have been received*

*Computer and projector to be purchased for NLC*

cost of potential marketing tools, and should have that information next week. Upon inquiry from Mrs. Jaffe, Mrs. Cumberton advised that there is some remaining consultation time with Libby Post. There was discussion regarding a community mailing and focusing on why a new library is needed. Mrs. Cumberton advise that the architect's consultant, L. Burger, has composed a letter that can be signed by residents at the circulation desk, and on the website, to submit their support. Mrs. Cumberton read the letter, and Mrs. Jaffe requested that it be condensed "by 15%".

*Discussion re: marketing and letter for residents to sign in support of new library*

- iii. **Representative(s) from Architectural Firm Doyle Coffin will address the Board** – *R. Zini, Doyle Coffin, was present.* He reviewed Ms. Burger's involvement in new library discussions during the years of 2002-2007 involvement. He also discussed his firm's successful completion of the Cadigan Park project. He emphasized the need to redefine the library program, and went over the work that needs to be done during Phase I to inform the community about library services and garner support. Mr. Zini indicated he has analyzed the deficiencies of the current facility that make it difficult to sustain the present program. Upon inquiry from Mrs. Jaffe, Mr. Zini advised that a very general CAD-type of presentation will be possible after the program evaluation is completed. Phase II will involve the presentation of renderings, and should occur this fall. At the request of Mr. Voris, Mr. Zini reviewed Ms. Burger's extensive background as a library consultant.

*Mr. Zini discussed review of library program and activity during Phases I and II of project; role of L. Burger noted*

## 9. New Business

- a. **Potential new Library Board member** – Mrs. McIlvaine advised that a nine-member Library Board is still part of the revised Charter to be proposed to residents. J. Penada was introduced by Mrs. Parris. Ms. Penada is a frequent library user and has taught cooking classes at the library. She reviewed her professional experience and discussed her desire to invest in the community. **Mrs. Parris moved to nominate J. Penada to be an alternate member of the Library Board. Mrs. Jaffe seconded the motion. Mrs. McIlvaine explained that there are currently six regular members on the Library Board, and this is currently under review by Charter Revision Commission. Mrs. Cumberton discussed the importance of maintaining confidentiality regarding executive session discussions. Motion carried unanimously.** Mrs. McIlvaine indicated she would write a letter of recommendation to the Board of Selectmen regarding Ms. Penada's appointment, and will obtain a resignation letter from Natarajan Nellikerry, before the upcoming Board of Selectmen meeting on May 1, 2017.

*J. Penada nominated as alternate Board member*

**New Business (continued)-** Mrs. Lasser moved that the Library Board

*Mrs. Lasser authorized to send stock information*

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authorize her to sign a Corporate Resolution to authorize her to send stock certificates and information to the investment portfolio of the Board of Trustees. Mrs. Jaffe seconded the motion, and it carried unanimously.

**8. Old Business (continued)**

**b. New Library Committee (continued)**

**iv. Enter into Executive Session for the purpose of discussing real estate matters – At 9:11 p.m., Mrs. Lasser moved to go into Executive Session for the purposes of discussing real estate, and to invite Ms. Cech, Mr. Zini and NLC member Mrs. Cioffi. Mrs. Cumberton seconded the motion, and it carried unanimously.**

*Executive Session 9:11 p.m.-  
10:06 p.m.*

**At 10:06 p.m., Mrs. Cumberton moved, seconded by Mrs. Jaffe, to come out of Executive Session, noting that no motions were made. Motion carried unanimously.**

**When the open meeting resumed, Mr. Voris moved to authorize Mrs. Cumberton to speak with the Board of Selectmen regarding the land discussed in Executive Session at the Library Board meeting of April 26, 2017. Mrs. Jaffe seconded the motion, and it carried unanimously.**

*Motion made to authorize  
Mrs. Cumberton to speak  
with the BoS re: land*

**10. Announcements – None.**

**11. Public Comment – None.**

**12. Adjourn - Mrs. Choi moved to adjourn the meeting at 10:08 p.m. Mrs. Jaffe seconded the motion, and it carried unanimously.**

Respectfully submitted,

Dawn Cioffi, Recording Secretary

*from Anita Barney  
Rec'd via email  
April 25, 2017*

I wish I had said.....

I should have known that I would forget to say many things at the retirement reception. Here are a few:

I wish I had talked more about what the library had accomplished in the past fourteen years -- in no particular order -- transitioning to an open source software environment, receiving a million dollar construction grant, moving to Downloadable and streaming services, receiving major grants from the Brookfield Education Foundation for the laptop lab and mobile maker space, and spiffing up the interior.

Thanking the Library Board for their support of our projects and services, and for supporting so many staff activities like conference attendance.

Thanking the Friends for their hard work, especially at the book sale, and for providing funding for services and programs we couldn't otherwise afford.

Thanking the New Library Committee for getting the building process under way.

And welcoming Yvonne and wishing her good luck.