

**The Brookfield Library**  
**Board of Trustees Meeting**  
**Wednesday, May 24, 2017**  
**7:30 p.m. upstairs in the library**  
**Draft Minutes**

**1. Call to order**

The meeting was convened at 7:31 p.m. by Chair McIlvaine.

**Present:** Chair B. McIlvaine, Vice Chair J. Voris, Treasurer C. Lasser, Secretary M. Jaffe, I. Parris, Alternate and Voting Member C. Cumberton (joined the meeting at 7:44 p.m.), Alternate J. Choi, Alternate J. Pineda, Library Director Y. Cech, Student Liaison E. Lazorchak, R. Zini, Doyle, Coffin Architecture, Recording Secretary D. Cioffi

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

2. **Public Comment** – Mrs. McIlvaine advised that the Zoning Commission is reviewing some of its regulations, including those related to parking. *Parking regulations being reviewed by Zoning*

3. **Welcome New Board Member** – Mrs. McIlvaine introduced Jessely Pineda, new Alternate Board Member. Mrs. Pineda reviewed her professional and personal background, and indicated she is looking forward to working on the Board. *New Board Member J. Pineda welcomed*

4. **Correspondence Received** – None.

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

6. **Approval of April 26, 2017** – Mrs. Lasser moved to approve the Minutes of the April 26, 2017 meeting. Mrs. Jaffe noted the following correction: the correct spelling of Jessely Pineda’s name. Mrs. Jaffe seconded the motion to approve the Minutes with that correction. The motion carried unanimously (Mrs. Cumberton was not yet present for this vote). *Minutes of 4/26/17 approved with spelling correction*

7. **Treasurer’s Report** – None.

8. **Director’s Report** – Ms. Cech shared her Report. Program statistics were broken down in more detail, as requested by Mrs. Cumberton at the last meeting. Mrs. Cech highlighted the consistently high attendance for children’s programs, as well as the number of “distinct users” of the public computer stations. *Program attendance numbers detailed on report*

Ms. Lazorchak, who has volunteered doing the “pull list” for several years, inquired regarding the effect of delivery system problems on circulation. Ms. Cech explained that the route that includes Brookfield has been specifically impacted. She noted that the situation will not be remedied until July, which she deems unacceptable. Ms. Cech has been in contact with K. Wiggins of the State *Discussion regarding issues with the interlibrary delivery system*

Library system. The State has proposed a system where every library will get three bins delivered three days a week. This policy may cause larger libraries to have to opt out of the system. It was noted that Bibliomation is putting together a Request for Proposal to compete with State's program. Mrs. McIlvaine suggested writing a letter to our local State representative.

Mrs. McIlvaine inquired of Mrs. Cumberton if she wanted to see a detailed Director's Report regularly. It was requested that Ms. Cech continue with the attendance details for a couple of months. Upon inquiry from Mr. Voris regarding other relevant statistics, Ms. Cech indicated that e-book use, computer classes, and maker space programs are important numbers. Mrs. Jaffe pointed out that the detailed breakdown helps determine budget needs and can back up budget requests. Ms. Cech stressed the importance of digital services.

*Detailed statistical reports will continue to be provided*

Ms. Cech also pointed out the vestibule has been cleaned up, and wireless printing is now available, thanks to J. Doyon.

*Wireless printing now available*

There was discussion regarding the reduction in participation of teens in the Summer Reading Program, and incentives that could be offered. Suggestions included iPhones and Apple watches. Additionally, a scholarship may be offered in the future.

*Summer reading incentives for teens reviewed*

## 9. Old Business

### a. New Library Committee –

i. **Financial Feasibility Study** – status of hiring consultant – This matter has been turned over to the Brookfield Library Foundation, and will be deleted from the Board's agenda items.

ii. **Future Library Expense Budget Line Item** - \$10,000 for this line item was part of the 2017-2018 budget that recently passed.

*\$10,000 for next year's new library budget*

iii. **Representative(s) from Architectural Firm Doyle Coffin will address the Board** – R. Zini, Doyle Coffin, was present.

iv. **Enter into Executive Session for the purposes of discussing real estate – Mrs. Cumberton moved to go into Executive Session at 8:00 p.m., for the purposes of discussing real estate, and to invite Mr. Zini and NLC member Mrs. Cioffi. Mrs. Lasser seconded the motion, and it carried unanimously.**

*Executive Session for purposes of discussing real estate from 8:00-9:07 p.m.*

**Mr. Voris moved to come out of Executive Session at 9:07 p.m., noting that no motions were made. Mrs. Cumberton seconded the motion, and it carried unanimously.**

**Mr. Voris moved to establish a small committee consisting of Mrs. Cumberton, Mrs. McIlvaine and Mrs. Lasser to approach the First Selectman. Mrs. Parris seconded the motion, and it carried unanimously. The committee will establish a timeline that will be**

*Committee formed to discuss new library timeline with First Selectman and set dates going forward*

presented to the First Selectman, to include a referendum scheduled by June 15, 2017, to happen before the end of July, for the purchase of property, and a referendum to occur for a new library by February 1, 2018.

Mrs. Lasser moved, that after the results of the committee, to approach First Selectmen to ensure that there is a referendum for a new library by February 1, 2018, to ensure that state grant is kept and utilized. There was discussion regarding the timing of the referendum and maintaining the grant. Mrs. Jaffe seconded the motion, and it carried unanimously.

It was noted that a mobile information booth has been purchased. Additionally, a survey will go out shortly, and there is a link on the Library's website for visitors to voice support for a new library to town officials.

*Mobile info booth for new library, survey to go out soon, and link for support on library website*

There was discussion regarding the amount left in the current year's operating budget. It was noted that the incentive prizes for the Summer Reading Program are usually funded by the Friends of the Library, and Ms. Cech will follow up with the Friends.

*Friends likely to support summer reading incentives*

#### 10. New Business

- a. **Enter into Executive Session for the purposes of discussing a personnel matter – Mrs. Lasser moved, at 9:24 p.m., to go into Executive Session for the purposes of discussing personnel. Mr. Voris seconded the motion, and it carried unanimously. Executive Session concluded at 10:14 p.m., and it was noted that no motions were made. Mr. Voris moved to accept the Director's recommendation for salaries, with one minor alteration. Mrs. Lasser seconded the motion, and it carried unanimously.**

*Executive Session from 9:24 – 10:14 p.m. to discuss personnel*

*Board moved to accept Director's recommendations for salaries, with one alteration*

11. **Announcements** – Ms. Cech will celebrate a birthday on May 31<sup>st</sup>.

*Ms. Cech's birthday is 5/31.*

12. **Public Comment** – None.

13. **Adjourn** – Mr. Voris moved to adjourn the meeting at 10:15 p.m. Mrs. Pineda seconded the motion, and it carried unanimously.

*Meeting adjourned at 10:15 p.m.*

Respectfully submitted,

Dawn Cioffi, Recording Secretary