**BROOKLYN TOWN LIBRARY**

**SPECIAL EXECUTIVE BOARD MEETING**

**OCTOBER 10, 2019**

The meeting was called to order by President, Wendy Harrington at 7:01 p.m.

Present: Wendy Harrington, Jane Sipila, Beverly Spink, Catherine Tucker, Joanne Lantry, Deneen Azzolino & Laure Nelson.

**Secretary’s Report:** A motion was made by Joanne Lantry and seconded by Jane Sipila to accept the Secretary’s Report as emailed. So voted.

**Adopting Job Descriptions for Library Employees:** A motion was made by Deneen Azzolino and seconded by Beverly Spink to adopt the job descriptions for Library Employees. So voted. Copy of Job Descriptions is attached to the minutes on file.

**Adopting Employee Disciplinary Action:** A motion to adopt the Employee Disciplinary Action Plan was made by Jane Sipila and seconded by Joanne Lantry. So voted. Copy of the Employee Disciplinary Action Plan is attached to the minutes on file.

A motion was made by Deneen Azzolino and seconded by Jane Sipila to adjourn.

The meeting adjourned at 7:06 p.m.

 Respectfully Submitted,

 Laure M Nelson

 Secretary