

BROOKLYN TOWN LIBRARY ASSOCIATION
EXECUTIVE BOARD MEETING
JANUARY 23, 2020

The meeting was called to order at 7:04 P.M. Present were: Wendy Harrington, Lisa Lindia, Renee Messier, Ken Dykstra, Beverly Spink, Diane Wimmer, Jane Sipila, Deneen Azzolino, Cassandra Leach, Joanne Lantry, Aimee Anderson, Michelle Shannon and Catherine Tucker.

MINUTES OF LAST MEETING: A motion was made by Deneen Azzolino and seconded by Jane Sipila to accept the minutes as emailed. So Voted.

TREASURER'S REPORT: Renee Messier handed out written details of issues with our past bookkeeping practices and the continuing issue with Quick Books since her takeover as our treasurer. The registration of our Quick Books account through Intuit, under another business name as administrator, using our Employer Identification, has posed the biggest problem. As a result, it has cost the library extra money in treasurer wages, Quick Book fees and help from Quick Books expert Carla Demers. A recent conference call with Intuit and the submitting of additional documentation should now have the problem resolved. Michelle Shannon asked about our past audits which were merely a matter of checks and balances and not an official CPA audit. We will switch to CPA Dan Santos for audit and 990 report. Discussion arose with regard to having the town take over the library. Ken Dykstra asked if the issues were correctable and if there was money in the budget for doing so. Renee responded in the affirmative. Ken Dykstra expressed appreciation to Renee for her efforts causing other members to echo the same. Motion was made by Joanne Lantry and seconded by Michelle Shannon to accept the treasurer's report.

LIBRARY DIRECTOR'S NEWS: Catherine Tucker reported that the problem with the VERSO cataloging system updates is country-wide. There is now a portal for libraries to access with regard to problems they are having with the VERSO updates. She hopes to put the online catalog back online to make it accessible to patrons despite this. Catherine would like to have an activity for children at the library on a Saturday in March. She is hoping it involves the making of a stuffed animal. There was much discussion about same. Library patron Amy Farrell has expressed an interest in doing our library cleaning to fill the vacancy left by the resignation of Laure Nelson. Catherine will speak again with Amy and will suggest that the cleaning be done once a week one hour before the library opens, when a staff member is there, continuing to clean upstairs for the hour after the library opens on the same day. Wendy Harrington suggested that if Amy Farrell did not take the job, it be offered to the incoming new Librarian/ Clerk, Lisa Burbank, who will start work on Monday, January 27th.

FRIENDS OF THE LIBRARY: President Diane Wimmer had nothing to report. President Harrington expressed her wishes that the friends would re-group for 2020 after not having meetings for a very long time or the annual Mums and Bake Sale fundraiser . Catherine Tucker reminded the group what funds from the friends are used to purchase. Diane said she is looking for someone to take over as she is out of ideas.

OLD BUSINESS:

Library Outreach Committee: they have had no further meetings.

New Library Facility Committee: Ken Dykstra has prepared a cover letter to accompany a copy of the committee's Space Planning Guide. The letter will be signed by President Harrington and delivered to Rick Ives at the Town Hall next week.

NEW BUSINESS:

New Librarian/Clerk Hired: We received 19 applications for the job vacancy left by Laure Nelson's resignation. Catherine Tucker, Jane Sipila and Wendy Harrington reviewed the applications and selected the top 6. After reference checks, two applicants were interviewed. The job has been awarded to Lisa Burbank of Brooklyn, a patron of our library. She will begin her job and training on Monday, January 27th.

New Library Equipment: A Dell computer was purchased at a \$200 savings for the treasurer's office. One new desk chair and 2 rolling chairs for the patron computer stations were purchased and a scratch and dent locking file cabinet were all purchased at 45% off from Wyndham Office Equipment in Brooklyn.

Library Indoor/Outdoor Maintenance: Laure Nelson's departure left us without a cleaning person. As reported earlier in the meeting by Catherine Tucker, that situation may be filled soon. Laure's son, Alex Nelson, had done our winter shoveling and lawn mowing, but he recently graduated from college and can no longer do it. Cassandra had approached First Selectman, Rick Ives, about the situation. Wendy Harrington followed up with Rick who has provided snow shoveling by the town's recreation department workers. In a future budget Rick may be able to offer a cleaning person if the town switches from a cleaning service to an individual for its cleaning of buildings.

Library Web Page: Formerly done by Laure Nelson, it will now be taken over by Wendy Harrington's daughter, Amanda, who originally established the website for us.

Library Board Secretary: The position formerly filled by Laure Nelson is now vacant. President Wendy Harrington informed the board that she was acting as secretary this evening, but that she would not be performing that duty for the long term. We need to find a new secretary, perhaps someone from our association member list, and she would like help finding one.

Other New Business: Beverly Spink raised a question about the Book Discussion Group. The February book discussion had to be re-scheduled due to illness of the discussion leader. Bev had not received notice of the re-scheduled date. It had been placed on the website. Catherine said she hopes to schedule the next book discussion for March.

Motion was made by Joanne Lantry and seconded by Aimee Anderson to adjourn the meeting. So voted. Meeting adjourned at 8:03 P.M.

Respectfully Submitted, Wendy E. Harrington, Acting Secretary

