

**BROOKLYN TOWN LIBRARY ASSOCIATION
EXECUTIVE BOARD MEETING
HELD AT THE CHAPEL BUILDING OF THE FEDERATED CHURCH
APRIL 22, 2021**

The meeting was called to order at 7:00 PM. Present were: Wendy Harrington, Renee Messier, Catherine Tucker, Lisa Faria-Lindia, Ken Dykstra, Beverly Spink, Diane Wimmer, Jane Sipila, Carolyn Otto, Cassandra Leach, Joanne Lantry and Joe Asermelly.

MINUTES OF LAST MEETING: Motion was made by Joanne Lantry and seconded by Carolyn Otto to accept the minutes as emailed to board members. So Voted. Acting Secretary Wendy Harrington noted that she had sent thank you letters to those who donated to the library in memory of Louise Salmon, sister of the late long-time past executive board member Madeleine Costa. Donations totaled \$200. One donor requested their donation be used to purchase books about gardening and flowers. Library Director Catherine Tucker is working on ordering just the right books. A thank you was also sent to PetPals of Northeast Connecticut for their donation of a book titled “Champ and Major – First Dogs” to celebrate the inauguration of President Joe Biden.

TREASURER’S REPORT: Treasurer Renee Messier handed out copies of our 2021-2022 budget that has been submitted to the town as well as a profit and loss statement for the period of November 2, 2020 (our previous meeting) through April 20, 2021. She reported that our first PPP loan of \$17,700 has been forgiven by the bank and we applied for, and were given, a second PPP loan in the same amount. There is a new CT payroll deduction for the state’s paid leave law that employees are now subject to. Motion made by Diane Wimmer and seconded by Renee Messier to accept the Treasurer’s Report. So Voted.

LIBRARY DIRECTOR’S NEWS: President Wendy Harrington presented Library Director Catherine Tucker with a framed certificate of appreciation for having completed 33 years of dedication to our library. Catherine reported that inter-library loan money left in the budget is in limbo. The CLC swaps for DVDs and audio cassettes may discontinue. Our library is eligible for an ARPA (American Rescue Plan Act) grant from the Connecticut State Library in the amount of \$16,557. We missed the deadline for the first grant because the email regarding it arrived at 4:30 PM with a deadline to respond for a class to attend the following morning. You must attend a class to be eligible. Catherine will be attending a class on April 28th to maintain our eligibility. There is a list of what the money can be used for and Catherine suggested a WiFi system to extend beyond our parking lot or buying online materials such as books and audio cassettes for those still not feeling safe about coming inside the library during this continuing Coronavirus pandemic time. There is a June 30, 2021 deadline to submit the library’s plan for use of the funds.

FRIENDS OF THE LIBRARY : Though this group has been inactive for a couple of years, President Diane Wimmer reported that she will be getting out a membership list by June. Wendy Harrington presented Diane and The Friends treasurer, Lisa Faria-Lindia with an inventory list

of Cat's Meow pieces and other sale items on hand at the library that could generate \$1,834 income for the group.

OLD BUSINESS:

COVID-19 PREVENTION BADGE : This was applied for after our last meeting on November 2nd annual meeting and is on display at the library.

RUG CLEANING: This was brought up long ago during our shut down for the pandemic, but was never followed through on. Renee Messier suggested that the library needs a deep cleaning and the possible purchase of air purifiers. Renee has checked with a couple of cleaning services for prices. Cassandra suggested that our electrical wiring be checked out before the purchase of air purifiers. Availability of electrical outlets would also be an issue .Possible replacement of the rugs last installed in 1988 was also discussed. A motion was made by Ken Dykstra and seconded by Carolyn Otto to pre-authorize a \$5,000 limit for a deep cleaning of the library and purchasing of air purifiers. We will get estimates for the deep cleaning and Wendy Harrington will email board members for an online vote on the selection of the cleaning company.

BUILDING MAINTENANCE: a new outdoor light fixture was installed that lights our parking lot more effectively and efficiently.

STAFF EVALUATIONS: The Library Director is in charge of evaluating staff, while the Executive Board evaluates the Library Director. Catherine Tucker performed an evaluation for Librarian/Clerk Lisa Burbank after her anniversary of date of hire in late January and read it to the board. Motion made by Lisa Faria-Lindia and seconded by Beverly Spink to accept the Library Director's evaluation for Librarian/Clerk Lisa Burbank and that Lisa will continue her employment with us. So Voted.

Evaluations for others was discussed. It was decided evaluations should be done by the end of each fiscal year. Motion was made by Ken Dykstra and Carolyn Otto to establish an Evaluation Committee for the future whose members shall consist of the board president, vice president and two other board members chosen by the president. So Voted.

NEW BUSINESS:

LIBRARY DIRECTOR APPLICATIONS/APPOINT INTERVIEW COMMITTEE: There are 7 applicants for the position. Wendy Harrington conducted tours of the library facility for all applicants and presented an overview sheet of all applicants' qualifications and comments to the board. Motion was made by Lisa Faria-Lindia and seconded by Ken Dykstra to have a five member Library Director Interview Committee consisting of Wendy Harrington, Jane Sipila, Deneen Azzolino, Cassandra Leach and Joe Asermelly. So Voted

OTHER: Revise Policy on Paid Time Off For Hourly Employees/Payout of Unused Vacation Time-Add Clause. Discussion was held as to whether or not to add the clause of a payout of 25% of unused vacation time upon an hourly employees' separation of employment

to align it with the same clause in the Library Director's Vacation Policy. Discussion led to dropping this issue.

MOTION TO ADJOURN: Motion was made by Lisa Faria-Lindia and seconded by Renee Messier to adjourn the meeting at 8:40 PM. So Voted.

Respectfully submitted,

Wendy E. Harrington, Acting Secretary