

BROOKLYN TOWN LIBRARY ASSOCIATION
EXECUTIVE BOARD MEETING
JUNE 5, 2023

The meeting was called to order by President Wendy Harrington at 7:05 P.M. Present were: Wendy Harrington, Renee Messier, Deneen Azzolino, Ken Dykstra, Beverly Spink, Jane Sipila, Charlene Hill, Samantha Stiles, Desiree Burlingame, Kerri Osborne, and Lisa Burbank. Absent were: Joe Asermelly and Carolyn Otto. Excused absences: Diane Wimmer and Joanne Lantry.

Minutes of Last Meeting: Motion was made by Desiree Burlingame and seconded by Beverly Spink to accept the minutes as emailed to all. So Voted

Treasurer's Report: Treasurer Renee Messier presented a Profit and Loss Statement for July 1, 2022 through June 5, 2023. It showed total income of \$157,592.11; total expenses of \$113,617.01; interest of \$419.38 for a net income of \$44,394.48. After a review by board members, a motion was made by Samantha Stiles and seconded by Charlene Hill to accept the Treasurer's Report. So Voted.

Library Director's Report: Lisa Burbank reported that orders have been received for this year's summer reading program theme. The Governor's List of reading materials will be made available for patrons to pick up. We have many of the books on the list and others can be ordered through inter-library loan. Most of the Nutmeg Books have been ordered and received.

Weekly story time was changed from Tuesday afternoons to Monday mornings due to small attendance. Thirteen children attended today's story time.

Martha Ennis was recently hired to replace Shannon Smith and is already a real asset to the library. She has a Master's Degree in Library and Information Sciences. Raisa Norberg was hired to be our summer intern and started work on June 2nd. She is a QVCC student with library experience who will pursue a degree in Library and Information Sciences as well.

Favorable comments have been received from patrons about our new library look, children's programming, and other offerings, as well as outdoor plantings.

A Book Club of our own is planned to begin in mid-June.

Lisa has been in contact with School Superintendent Patricia Buell on a project to turn one of our old book turnstiles into an indoor Little Free Library at the Community Center. Our former outdoor book drop may be utilized as an outdoor book drop off at the Community Center. Mrs. Buell would also like us to provide a section in the library (possibly a bulletin board) to serve as an information hub for homeless persons seeking services. She has also had contact with new Parks and Recreation director, Amy Brosnan.

Regarding our 130th Anniversary, board member Kerri Osborne is knowledgeable with fundraising, etc. and a year long celebration of events will take place. The kick-off will be a tour of the library on the actual anniversary date of July 29, 2023. Fundraising will be to bring our library into the next 130 years by ramping up technology. We are in need of a better service by which to check out audio books and the Hoopla Service would cost \$5,000 a year. The second

phase of fundraising, would most likely be through Go Fund Me for either a larger building or an annex for library programming.

The library shared a table with the Conservation Commission to host a “Weed Walk” on the Carol Randall Nature Trail behind the Brooklyn Schools on Saturday, June 3, 2023. Lisa Burbank, also a certified herbalist, led a group on the trail pointing out herbs and edibles.

Motion was made by Deneen Azzolino and seconded by Jane Sipila to accept the Library Director’s Report. So Voted.

Friends of the Library: They recently purchased two new outdoor planters and the soil for them. Lisa Burbank chose the plantings and installed them in the pots.

OLD BUSINESS:

Update on Sidewalk Project: The engineered plans were received on May 18th and are out for bids with the following masonry contractors:

Johnson Masonry LLC of Pomfret, CT

Hayden Masonry of Hampton, CT

Nevin’s Masonry, LLC of Chaplin in conjunction with Dexter Co.

ARPA Fund Update: The Town of Brooklyn is waiting for approval of the contracts by an attorney for each recipient to sign and then funds will be ready for disbursement.

Our 130th Anniversary: This was covered in the Library Director’s Report herein.

Personnel Issue: On April 17th Lisa Burbank and Wendy Harrington met with Shannon Smith to advise her that April 21st would be her last day of work and the end of her probation period. She left work on April 21st and thereafter we received notice that she had applied for unemployment benefits. Despite completion of paperwork from unemployment and copies of documentation sent to them, showing why she should not receive benefits, she was awarded compensation of \$58 per week for 26 weeks for a total of \$1,523.

NEW BUSINESS:

Amendment to Employee Handbook: Following a social media incident involving employee Shannon Smith’s tagging of the Library in a post she had made, President Harrington suggested the following amendment to our Employee Handbook :

Page 4, following the paragraph titled : **SOCIAL MEDIA USE DURING WORK TIME**, add the following paragraph:

SOCIAL MEDIA USE OUTSIDE OF WORK TIME: Employees shall be prohibited from naming or tagging the Brooklyn Town Library’s social media sites as part of postings, and comments to postings, on their personal social media pages that reflect the employee’s personal view on a matter, thereby making claim that the association supports the employee’s view on said matter.

After discussion, motion was made by Charlene Hill and seconded by Deneen Azzolino to approve the amendment to the Employee Handbook regarding social media use outside of

work time. So Voted. Kerri Osborne also suggested that we have an attorney review our current Employee Handbook. She stated that there are attorneys who will do pro bono work.

Other: Wendy Harrington showed a photo of an issue with an upstairs window. The bottom metal edge has separated from the glass on a storm window on the second floor, situated above the roof over our library entrance. It will need to be repaired.

General discussion then took place about the possible library annex idea and its staffing. Kerri Osborne brought up about having a library contingency meet with Representative Joe Courtney or a member of his staff. There was talk about grants and Charlene Hill mentioned that EASTCONN may fund a project for low income children.

Motion to Adjourn: Motion was made by Ken Dykstra and seconded by Beverly Spink to adjourn the meeting. So Voted. Meeting adjourned at 7:53 P.M.

Respectfully Submitted,

Wendy E. Harrington, Secretary