

BROOKLYN TOWN LIBRARY ASSOCIATION
EXECUTIVE BOARD MEETING
JULY 29, 2021

The meeting was called to order by President Wendy Harrington at 7:07 P.M. Present were: Wendy Harrington, Lisa Lindia, Renee Messier, Cassandra Leach, Ken Dykstra, Beverly Spink, Diane Wimmer, Jane Sipila, Joanne Lantry, Deneen Azzolino, Elizabeth Swagger and guest Rick Ives, First Selectman.

Minutes of Last Meeting: Motion was made by Deneen Azzolino and seconded by Diane Wimmer to accept the minutes as emailed to board members. So voted.

Guest, First Selectman, Rick Ives: Rick commended new Library Director, Elizabeth Swagger, on the improved appearance of the library since she has taken over. He spoke about dreams of a new, one-level town hall complex with a library attached and a shared conference room. Besides money for it all, the bigger issue is finding an available 5-7 acre parcel of land for a 16,000-18,000 square foot building. Hopes of keeping it centrally located in town will be difficult.

Rick would like better communication with the town about our finances and how our money is spent. This discussion was prompted by us having unexpectedly received PPP Covid money that had to be used for wages, heat, and utility bills. As a result the budget money requested for this was left over. Suggestion was made by Lisa Lindia and Cassandra Leach that the town take over our payroll and the library do the rest. Rick might suggest a library commission to take over our finances. Rick will be invited to our budget workshop in January, 2022.

Treasurer's Report: Treasurer Renee Messier presented a Profit and Loss Statement for the previous fiscal year. A few board members requested breakdowns of some of the higher line item totals, which Renee readily supplied upon request. Discussion was held about returning excess funds to the town. Motion was made by Joanne Lantry and Diane Wimmer to accept the treasurer's report as given after further explanation of certain line item totals.

Library Director News: Library Director Elizabeth Swagger distributed a list of proposed changes to current patron borrowing times, fines and fees as well as an updated library policy incorporating the changes compared to the policy currently on record.. She is checking on all programs we offer and pay for. Many were not being used and will be canceled to save us money. 11 children signed up for summer reading and take and make projects have been given out. No data from the past two summer reading times had been submitted and therefore she was denied use of promotional items from this year's state summer reading theme. Local author/illustrator Normand Chartier recently donated many signed copies of his books to us. Elizabeth will be at the Brooklyn Elementary School's Kindergarten Camp in August to promote the library and have signups for library cards. An extensive weeding has been done. Some books have been donated to the local book store Pourings & Passages, some are awaiting a

book sale by The Friends, some are awaiting pickup by a group called Discover Books who accepts book donations, and those in poor condition were disposed of at the town's landfill. Motion was made by Lisa Lindia and seconded by Deneen Azzolino to accept the Library Director's new schedule of borrowing times, fines and fees attached hereto. So voted.

Friends of the Library: President Diane Wimmer reported that membership renewals are being mailed out. As part of that, there will be a No Bake Bake Sale whereby members will be asked to make a donation to The Friends in an amount they would have spent if there had been an actual bake sale. The Friends will be planning a fall Meet & Greet introducing our new Library Director which will be open to the town. A book sale date is yet to be announced.

OLD BUSINESS

Energy Audit: A free energy audit that focused on our electric lighting use was done by Wise-Use, an outfit hired by Eversource to perform such audits. Their plan to replace our current lighting fixtures with more efficient ones would cost \$10,300.51 from which they would deduct \$3,185.70 as an incentive to accept their proposal. The balance of \$7,114.81 would become a loan payable over 4 years at \$148.23 per month added to our monthly electric bill. Local electrician, John LaBossiere of LaBossiere Electric submitted a bid for similar work costing \$8,885.00. After brief discussion, motion was made by Lisa Lindia and seconded by Deneen Azzolino to reject the energy audit proposal and not replace our current lighting fixtures. So voted.

Installation of Smoke, Co2 detectors, Heat Detector, Additional Lit Exit Signs with Emergency Lighting: Having asked two electricians to do an assessment of our electrical system, one of which failed to reply after several messages were left, John LaBossiere responded and reported that our 200 Amp Service was adequate for our needs. He immediately noticed our lack of smoke detectors and the number of lit exit signs and emergency lighting required by code for buildings that serve the public. He consulted with town building official, John Berard, and submitted an estimate of \$4,420 to hardwire said detectors and emergency lighting. Board members were polled via email and approved the expenditure. For safety reasons, the library was closed to the public (curbside service only offered) until the work was completed.

Carpet and Ductwork Cleaning: Cleaning of our heating ductwork was performed by Duct Diagnostics of Milford, CT on July 23rd. As part of the cleaning the cold air return was properly sealed and new grate installed for it. Now the smell of the musty damp air from the furnace room no longer enters the library. Our air conditioning output to the second floor seems to have improved with this cleaning. Cost was \$1,300.

Carpet cleaning, wood floor cleaning, cleaning of our walls and other surfaces was done on July 24th through Systems 4 of North Kingstown, RI. Because of cement flooring under our carpets, they used a dry cleaning method to prevent issues with drying had the carpets been steam cleaned/wet cleaned. Cost \$610. Ken Dykstra suggested for the cost that perhaps we should have this cleaning done once a year.

Routine weekly cleaning/dusting is done by library employee Lisa Burbank. It was suggested by Diane Wimmer that we should look into purchasing a new vacuum cleaner.

Pest Control: Our previous pest control person could not be reached so Wood Protection Company in Woodstock, CT was hired to take control of our mice infestation problem. Baiting containers were put in place and have worked. Their representative will return seasonally to assess the situation.

NEW BUSINESS:

Heating and Air Conditioning Estimates: Our 50 year old furnace and our air conditioning system should be updated. The following contractors were asked to give estimates on replacing what we have vs. installing Mitsubishi units requiring electricity instead of using heating oil:

HDL Company of Lisbon, CT replace current system, including labor \$11,000

HDL Company, install Mitsubishi units, including labor \$20,700

C. W. Knight of Windham, CT examined our current system but withdrew from bidding because their A/C subcontractor was booked well into the future.

Hometown Heating of Brooklyn, CT replace current system, labor included \$15,307.46

Hometown Heating, install Mitsubishi units \$40,513.21

After discussion, motion was made by Beverly Spink and seconded by Deneen Azzolino to accept HDL Co.'s proposal to replace the furnace and condenser for A/C using our extra town funds on hand. So voted. First Selectman Rick Ives will be informed what we are spending some of our extra town funds on.

Motion to Adjourn

Motion was made by Joanne Lantry and seconded by Ken Dykstra to adjourn the meeting. So voted. Meeting adjourned at 9:08 PM.

Respectfully submitted,

Wendy E. Harrington, Acting Secretary