

**BROOKLYN TOWN LIBRARY ASSOCIATION
EXECUTIVE BOARD MEETING
MAY 29, 2024**

The meeting was called to order at 6:35 PM by President Wendy Harrington. Present were: Wendy Harrington, Ken Dykstra, Beverly Spink, Diane Wimmer, Deneen Azzolino, Carolyn Otto, Jane Sipila, Desiree Burlingame, and Lisa Burbank. Excused absences: Renee Messier, Joanne Lantry, and Kerri Osborne.

Minutes of Last Meeting: There were corrections to be made as follows: Under Friends of the Library, strike the word “finally”. Under New Business/Market Analysis, put a space between the words “a” and “suggested” and strike the word “to” that is before the number word “two”. Motion was made by Deneen Azzolino and seconded by Carolyn Otto to accept the minutes as corrected. So Voted.

Treasurer’s Report: In the absence of Renee Messier, President Harrington handed out copies of the treasurer’s report and narrative accompanying it as prepared by Renee. Our phone, fax and internet service has been switched over from Spectrum to Frontier Fiber at a cost savings of \$69 per month. We now pay for Quick Books on an annual basis at a cost of approximately \$950 per year with a \$25 additional monthly fee for processing payroll. There are no other accounting and bookkeeping programs available to switch to for less. Grant money was received to pay for Hoopla, with contract signed and payment made in full. We received \$80 from the State for the Borrowit program and \$1,442 for a one-time Incentive Grant. The Profit & Loss Statement for July 1, 2023-May 26, 2024 showed total income of \$173,211.49 with total expenses of \$136,403.65 and income from savings of \$300.66 giving a total net income of \$37,108.50. Motion was made by Jane Sipila and seconded by Deneen Azzolino to accept the treasurer’s report as presented.

Library Director’s Report: Lisa Burbank reported that Hoopla Digital will go live on July 1, 2024. Advertising on social media has taken place with acknowledgement of it being made possible by a grant from Centreville Bank.

After our meeting in February, Joe Asermelly and a crew took two dump truck loads of unwanted, non-book library items to the landfill for disposal, leaving us with no need to search for storage space outside of the library. More library space will be freed up when the Recreation Department picks up the books for their summer recreation camp and no longer returns them to us at the end of camp.

An additional story time has been added for children from Village Green Preschool and Child Care on Friday mornings.

As a “Plan B” in case the town does not come forward with helping us get a new library facility, an interior design person was contacted who came to see the library and give suggestions about our use of space. She offered several possibilities. With the high cost of furniture purchases, Diane Wimmer suggested the possibility of finding used furnishings inexpensively from discarded furnishings at UCONN.

Lisa and staff have book weeding going on. There could be a book sale in the fall.

Motion was made by Desiree Burlingame and seconded by Diane Wimmer to accept the Library Director’s report. So voted.

Friends of the Library: Neither Kerri Osborne or Samantha Stiles were present, but Kerri had reported to Wendy that there is a meeting of The Friends planned for June.

OLD BUSINESS:

Townsend Proposal: Wendy had written to Steve Townsend declining his offer to have a library facility in his Rt. 6 development. Austin Tanner was made aware of the declining as well. Steve thanked us for considering his offer and said it makes sense to tie this together with the town's long term look at its capital needs.

Diane Wimmer asked if anyone from the library is on the town's newly created 5-Year Capital Committee. Deneen Azzolino suggested that the head of that committee be invited to one of our New Library Facility Committee meetings.

Revival of New Library Facility Committee: The committee met on March 5th and 27th, on April 10th and 25th, and on May 15th. Dawn LaValle, Construction Grant Administrator of the CT State Library has been contacted. Construction grants are now up to \$2million. First we need to have our Long Range Plan redone and there are no longer grants to hire professionals to do it like we had last time. Dawn offered her services in an advisory capacity for it, but stated that it is the Library Director who leads the library's strategic plan process in cooperation with the library board.

Lisa, Deneen and Wendy made a presentation to the Board of Selectmen at their April 25th meeting regarding us moving forward with plans for a new library on our own. Discussed were the possibility of the town taking over the library and the Clifford B. Green Center or the Community Center on Tiffany Street as possible library sites. Also discussed were cost estimates per square foot for a new facility and the cost to the town if it had no library and had to designate one to be Brooklyn's library.

The committee has reworked the previous survey that was sent out to townspeople many years ago about a new library. Discussion ensued as to its sending out and whether to do a bulk mailing through the post office or ask the Rec Department to include it in their mailing of seasonal flyers and offer to help pay for that publication's mailing to do so. Desiree Burlingame, a postal employee on our board, will find out how many mailing addresses there are in Brooklyn.

With the resignation of Joe Asermelly on this committee, Wendy asked for a volunteer to replace him. Carolyn Otto will consider it and/or ask her husband Jeff, who was quite instrumental with our last effort to have a new facility.

NEW BUSINESS

Our 2024-2025 Budget: The town budget hearing was held last evening. Wendy gave a handout to show our original funding request of \$163,805 as prepared by our Budget Committee in January. Decreases made by the town totaled \$6,894 as follows: \$1,457 in payroll tax line item since the town's financial person declared our FICA tax amount would be less than we projected for wages shown. \$1,597 in our insurance line item request because our Library Director's share of health insurance premium will now come from a payroll deduction instead of us requesting funds with which to pay that premium for her. \$3,840 which was the line item to reimburse the Rec Department for wages paid to the library room aide at summer camp. Rec Department already budgets for this and we were basically getting money from the town to give to another town agency. The previous annual practice of reimbursing Rec for this

will no longer be a line item in our budget request. Therefore, our grant from the town will be \$156,911.

Amendment to Employee Handbook: With the library director now having to pay her share of the cost of health insurance premiums, language in the Employee Handbook regarding health insurance needs to be amended. After brief discussion, a motion was made by Beverly Spink and seconded by Carolyn Otto to approve the following amendment:

Page 4 HEALTH INSURANCE After the sentence “The Town of Brooklyn bills the Brooklyn Town Library Association for premiums for qualified employees”, insert “Effective July 1, 2024, qualified employees shall have premiums deducted from their monthly paycheck in accordance with the prevailing percentage as set forth each fiscal year by the Town of Brooklyn. So Voted.

Vacancy in Vice President Position: With the recent resignation of Joe Asermelly as our Vice President we need a replacement. Currently, the Vice President is authorized to be the second signature on checks if the President is unable to. Our checks require the signature of our treasurer and President. The rule is that the “body” who did the original electing of this officer has to be the one to elect a replacement. For us, that is our association and the association only meets once a year in November. We could have a special association meeting for this purpose or wait until the annual meeting. It was suggested that we should consider a change in our constitution (by-laws) to authorize an interim person to be the second signature on checks in the absence of the President and Vice President. In the meantime, Wendy will explain the situation to Joe Asermelly and ask that if needed in an emergency, would he still perform this duty until the election of officers in November. He currently remains on signature paperwork at the bank.

Motion to Adjourn: Motion was made by Deneen Azzolino and seconded by Ken Dykstra to adjourn. So Voted. Meeting adjourned at 7:41 PM.

Respectfully Submitted,

Wendy E. Harrington, Secretary