

**BROOKLYN TOWN LIBRARY ASSOCIATION**  
**EXECUTIVE BOARD MEETING**  
**February 12, 2024**

The meeting was called to order by President Wendy Harrington at 6:35 PM. Present were: Wendy Harrington, Joe Asermelly, Ken Dykstra, Beverly Spink, Diane Wimmer, Deneen Azzolino, Joanne Lantry (via speaker phone), Carolyn Otto, Kerri Osborne, and Lisa Bernier. Excused absences: Renee Messier, Jane Sipila, and Charlene Hill.

**Minutes of Last Meeting:** Motion was made by Deneen Azzolino and seconded by Joanne Lantry to accept the minutes as emailed. So Voted.

**Treasurer's Report:** In the absence of Treasurer Renee Messier due to illness, President Harrington distributed the Profit & Loss Budget vs. Actual for July 1, 2023 through January 22, 2024 which was the date that the budget committee met to prepare the 2024-2025 fiscal year budget. It was noticed that the intended two-sided report actually printed as page 1 on both sides. Therefore, no vote to accept the report.

**Library Director's Report:** Centreville Bank awarded us \$5,000 which will be used to purchase the Hoopla Digital System.

Lisa asked that creating the space for patron computers (after electrical outlets were installed for them) be outfitted with laptops rather than desk top computers so that the area designated for such could be used for other library gatherings as well. Patrons could ask for laptops at the circulation desk. Joe Asermelly suggested just using 2 Chrome Books instead.

Brooklyn Self Storage was contacted for storage space prices which ranged from \$152.32 to \$172.10 per month which includes insurance with an initial set up fee of \$25. After much discussion, it was decided to discard the non-book items that created the need for storage in the first place. Joe Asermelly volunteered to bring his dump truck on Saturday and transport items to the town's landfill.

With regard to recent plans to give the summer reading books to the Recreation Department, it is now a matter of them having the space to house them rather than a staff issue to take them away. They will not be able to take the books until June.

The reading club director at Creamery Brook has purchased our extra copies of The Orphan Train by Christina Baker Kline. She may purchase more of our extra reading group books in the future from our prior book discussions.

This year's summer reading program theme is Read, Renew & Repeat, a science based program dealing with the environment and conservation. Materials for summer reading have been ordered except for Nutmeg Books. Lisa is awaiting the list for them.

A book weeding will soon have to be done again with a possible outdoor book sale event.

New programs at the library include: 1,000 Books before Kindergarten (10 children signed up); Juvenile Book Club for ages 8-14 (5 participants to start); Read Around the Library (12 patrons signed up). Older programs: Adult Book Club with 16 members; Story Time with 6-20 attending; Writer's Workshop with 4 members and Knitting & Crocheting Group has 3 members. Kerri suggested that the program offerings be made known to the school superintendent so that they will be announced in the school's newsletter besides just being on our website and social media pages.

Motion was made by Beverly Spink and seconded by Carolyn Otto to accept the report as given. So Voted.

**Friends of the Library:** Diane Wimmer is finally arranging a date with Kerri Osborne and Samantha Stiles to officially turn over the leadership of this group to them.

**OLD BUSINESS:**

**Copier/ Fax Machine:** Wendy checked with the town's Finance Director, Shelley Cates. Our copier does not show up as being town property; we are free to dispose of it on our own when the time comes to do so.

**Storm Door Replacement:** Reinstallation of the new, correctly opening door was done on December 11, 2023.

**Steve Townsend Updated Library Proposal:** There was a handout of his latest proposal and 2 concept changes in the design by making the proposed library area a separate building. He has been in touch with the town's Finance Chairperson, Sandy Brodeur. Steve provided a working outline stating what an 8,000 to 10,000 square foot building would entail and responsibilities of both parties. Answers to our previous questions: Parking was originally designed for retail not thinking the library would need much parking. Building cost \$120-\$150 per square foot for just shell of a building. 5,000 sq. ft. building \$600,000 to \$750,000. 10,000 sq. ft. building \$1,200,000 to \$1, 500,000. We would have to hire someone to do the interior work. After much discussion, it was decided to inform Steve that it comes down to us not wanting a rental situation in order to have a new library facility. Wendy will inform Steve of our decision. Our building committee will be reactivated and we will then have a discussion with the town.

**NEW BUSINESS:**

**Approve 2024-2025 Holiday Closing Schedule:** This advance schedule to be done in accordance with our Policy on Paid Time Off for Hourly Employees. Schedule deletes no longer be closed on the Saturday that precedes Memorial Day or Labor Day. Motion made by Deneen Azzolino and seconded by Diane Wimmer to approve the 2024-2025 Holiday Closing Schedule as presented. So Voted.

**Market Analysis:** Cary Marcoux of Re-Max Bell Park Agency completed the free market analysis on December 13, 2023. The assessment of the building is \$284,400 with a suggested list price of \$289,900, after comparing the library building with two other nearby properties that had sold. As Mortlake Fire Company has right of first refusal if we sell, a letter was delivered to them stating that we were having a market analysis done and asking about their ability to purchase if we did sell. No response has been received.

**2024-2025 Budget Re: Hourly Employee Changes:** We have budgeted in the next fiscal year for hourly employees to work 21 hours per week instead of 19 hours. Our current policies contain language for 20 hours or more to be considered full-time with benefits of vacation and holiday pay. We need to increase language to 25 hours or more for benefits. It affects our

current Paid Time Off for Hourly Employees Policy and the Employee Handbook. It was decided to increase the hours to 30 per week to be considered full-time. Motion was made by Deneen Azzolino and seconded by Joe Asermelly to revise said policies to reflect 30 hours per week or more to be considered full-time employment and less than 30 hours per week to be considered part-time effective July 1, 2024 to avoid having to amend the policy again. So Voted.

**Approve Evaluation Committee Recommendation:** The Evaluataion Committee of Wendy Harrington, Joe Asermelly, Jane Sipila and Joanne Lantry met on Friday, February 9<sup>th</sup> to prepare the evaluation of Library Director, Lisa Burbank. February 16, 2024 will be her one year anniversary as our director. The committee recommended to continue her employment. Motion made by Joe Asermelly and seconded by Beverly Spink to approve the Evaluation Committee's recommendation. So Voted. Ken asked if the detailed evaluation information should be shared with the entire board and Diane asked why the personnel files they are placed in were held in a file cabinet by the treasurer. Since we do not have an HR employee, she felt they should be kept by the board president in a separate locked file cabinet.

**Motion to Adjourn:** Motion made by Ken Dykstra and seconded by Joanne Lantry. So Voted. Meeting adjourned at 7:38 PM.

Respectfully submitted,

Wendy Harrington, President