

**BROOKLYN TOWN LIBRARY ASSOCIATION  
EXECUTIVE BOARD MEETING  
JULY 25, 2022**

The meeting was called to order at 6:03 PM by President Wendy Harrington. Present were: Wendy Harrington, Renee Messier, Deneen Azzolino, Joe Asermelly, Beverly Spink, Jane Sipila, and Carolyn Otto. Diane Wimmer, Cassandra Leach, Lisa Lindia , Ken Dykstra, Charlene Hill, Amy Landis, and Elizabeth Swagger were absent.

**Minutes of Last Meeting:** Beverly Spink mentioned that her name was omitted from those absent at the last meeting. Motion was made by Deneen Azzolino and seconded by Carolyn Otto to approve the amended minutes as emailed. So Voted.

**Treasurer's Report:** Renee Messier presented a Profit & Loss Statement for the fiscal year July 2021 through June, 2022. The report shows a net income of -\$38,152.43 because of three items that involved money from one fiscal year being spent over two fiscal years. They are building expense of \$19,505.50, grants \$16,622.34, and Miscellaneous \$14,920 (money returned to the town). When those are added back in, the actual balance is \$12,895.54. Joe Asermelly asked if the amount spent on purchasing books, slightly over budget, seemed an adequate amount to spend on books; were we bound by the budget line item for them. It was explained that we are not bound to line item figures and can move money around, unlike other boards who receive town funds. Motion made by Joe Asermelly and seconded by Jane Sipila to accept the Treasurer's Report as given. So Voted.

**Library Director's Report:** Elizabeth Swagger was absent; Wendy Harrington presented Board members with the Library Director's Data Sheet comparing Circulation from 7/1/20-6/30/21 with that of 7/1/21-6/30/22. Total circulation increased from 5,497 books to 8,921 books. Circulation of kits, audiobooks, DVDs and interlibrary loans increased from 230 items to 706 items. Overall total material circulation increased from 6,142 to 9,627. Patron counts increased from 968 to 2,941. Motion made by Jane Sipila and seconded by Carolyn Otto to accept the Library Director's Report as given. So voted.

President Harrington also read a very unexpected resignation letter from Elizabeth Swagger stating that her last day of employment will be Friday, September 2<sup>nd</sup>. She has given us six weeks' notice when the required advance notice is four weeks as per the Employee Handbook. Motion was made by Jane Sipila and seconded by Beverly Spink to accept said resignation with regrets. So voted. Elizabeth will be asked to have an exit interview with Wendy Harrington, Jane Sipila, Deneen Azzolino, and Joe Asermelly on Monday, August 1<sup>st</sup> at 3:15 PM.

Motion was made by Carolyn Otto and seconded by Beverly Spink to appoint a Library Director Search/Interview Committee with the following members: Wendy Harrington, Jane Sipila, Deneen Azzolino, Joe Asermelly, and with Carolyn as an alternate. So Voted.

Advertising for a new Library Director will immediately be placed in the Shopper's Guide/Turnpike Buyer on August 3<sup>rd</sup> and 10<sup>th</sup>, on the CLC job site, and with Indeed. A deadline for resumes was set for August 19<sup>th</sup> with the week of August 22<sup>nd</sup> for interviews, allowing for a few days of job shadow time before Elizabeth's departure.

**Friends of the Library:** Officers Diane Wimmer and Lisa Lindia were absent. It was noted that the library is awaiting a check from The Friends in the amount \$2,500, as voted by the group at their June 8<sup>th</sup> meeting, toward the new book drop that was purchased in the spring. Joe Asermelly mentioned Diane and Lisa wanting to be done their positions with The Friends after August. Carolyn Otto mentioned the August 24<sup>th</sup> Kinder Camp at the Brooklyn Elementary School from 9-11:30. It was suggested that Diane be contacted about having a table for The Friends at that event to recruit new members for the group who might be willing to take over leadership of the group.

#### **OLD BUSINESS:**

**Electrical Repairs:** Andersen Electric was notified that their bid had been chosen by us, pending the availability of funds to do the work.

**Handicapped Access:** Wendy Harrington has been in touch with Jana Roberson, Brooklyn Town Planner on the matter. The Village Center District (VCD) does not have specific standards about a handicapped ramp. It would most likely require a Zoning Permit. It would be determined whether or not it was a minor modification to the building, but until there were architect drawings, she could not say for sure. She recommended architect Evelyn Cole Smith of Putnam who has worked a lot with Brooklyn. She is also historic preservation person. Jane Sipila questioned if having the handicapped entrance would create more a problem for us when the interior of the building was not handicapped accessible. After some discussion, it was suggested that Wendy Harrington contact Evelyn Cole Smith to get an estimate on the cost of her architectural services in preparing the necessary plans.

**ARPA Money From The Town:** The ARPA Committee met on July 14<sup>th</sup>. The committee will be working on a scoring system applied to each application based on the following questions:

Does it benefit the residents of Brooklyn?

Is the request reasoning justified based on the information given in the request?

Are there other sources of funding available for the request?

Is the need related to pandemic expenses?

What cost does granting the request encumber in the future of Brooklyn, if any?

The next ARPA meeting is August 5<sup>th</sup>.

**Proposed Agreement With Trinity Episcopal Church :** A copy of the proposed agreement and picture of the area in question were mailed to the church. There has been no response.

**Volunteer Policy:** This matter was tabled at our previous meeting. Wendy Harrington suggested that the matter be tabled indefinitely. Motion made by Jane Sipila and seconded by Joe Asermelly to do so. So Voted.

#### **NEW BUSINESS:**

**Resignation of Cassandra Leach:** Cassandra resigned from her position of Librarian/Clerk on July 17<sup>th</sup> after having been absent three weeks due to illness. She was employed from 1988-2022, a total of 34 years. Motion made by Joe Asermelly and seconded by Deneen Azzolino to accept said resignation and purchase flowers and a \$100 VISA card as her retirement gift. So Voted. The Board requested that a formal letter of resignation be submitted rather than using the email Cassandra has sent to board members about stepping down.

**Amendment to Employee Handbook:** Wendy Harrington handed out a proposed amendment to the Employee Handbook citing that recently two of our employees had been out with illnesses ranging from 1-3 weeks of lost time from work. The handbook has no provision requiring a doctor's note upon an employee's return to work after such. Motion made by Carolyn Otto and seconded by Deneen Azzolino to amend the Attendance section of the handbook with the following language: Whenever an absence is claimed for illness that lasts three (3) days or more, or immediately precedes or follows a paid holiday or vacation, a doctor's note specifying the nature of the illness and the recommended treatment will be required. Said note to be presented upon employee's return to work. Failure to do so will result in the issuance of a warning in accordance with our policy regarding warnings. So Voted.

**Hiring New Library Employee:** Discussion on filling the vacancy for a Library/Clerk. There is a \$23,000 line item in the current budget for this position. The position is 22 hours per week over 4 days. There would be a savings between the hourly wage of \$20/hr. Cassandra had made vs. \$14/hr. minimum wage of a new employee. The proposed advertisement for this position will be edited and approved by Elizabeth Swagger. Said ad to run simultaneously with that of the Library Director in the Turnpike Buyer/Shoppper's Guide, on the CLC job site and with Indeed.

**Other:** Beverly Spink told us that long-time library association member, Nancy Bell, will be leaving the area. She was a big supporter of the library over the years. Bev thought it would be nice if we sent her a letter. Deneen Azzolino suggested sending flowers. Beverly will contact Wendy Harrington with more information before anything is sent.

**Motion to Adjourn:** Motion made by Renee Messier and seconded by Jane Sipila to adjourn the meeting. So Voted. Meeting adjourned at 7:28 PM.

Respectfully Submitted:

Wendy E. Harrington,, Secretary