

**BROOKLYN TOWN LIBRARY ASSOCIATION
EXECUTIVE BOARD MEETING
SEPTEMBER 15, 2025**

The meeting was called to order at 6:34 PM by President Wendy Harrington. Present were: Wendy Harrington, Deneen Azzolino, Renee Messier, Ken Dykstra, Diane Wimmer, Jane Sipila, Charlene Hill, Kerri Osborne, Desiree Burlingame, Martha Ennis, and Lisa Burbank. Excused absence: Beverly Spink. Absent without notice were: Carolyn Otto, Samantha Stiles, and Amy Clark. Wendy announced that this month marks Carolyn Otto's 40th year as a board member.

Minutes of Last Meeting: Errors and omissions noted as follows: Under Treasurer's Report before the words "her resignation" change the word "tended" to "tendered". Under Librarian's Report it should state that both the Young Writer's Club and Teen Writer's Group will work on the newsletter. Motion was made by Jane Sipila and seconded by Martha Ennis to accept the minutes as amended. So Voted.

Treasurer's Report: Patricia Ball of Sterling, CT has been chosen to replace Renee Messier as Treasurer after the annual association meeting in November. Motion was made by Diane Wimmer and seconded by Martha Ennis to pay Patricia Ball for up to 25 hours of training at her starting rate of pay. So Voted. Renee offered to come in and be paid a consulting fee if Patricia had questions later on.

Renee presented a Profit & Loss Statement for July 1-September 15, 2025 showing total income of \$39,385.76, total expenses of \$29,856.88 for a net income of \$9,528.88 to which interest of \$1,235.05 was added for a total net income of \$10,773.93. The previous fiscal year our expenses exceeded our grant from the town by \$439.81. Motion was made by Martha Ennis and seconded by Deneen Azzolino to accept the Treasurer's Report. So Voted.

Library Director's Report: After evaluations, Lisa Burbank recommended Lisa Kallio and Martha Ennis for continued employment as our Librarian/Clerks. Motion was made by Charlene Hill and seconded by Deneen Azzolino to accept this recommendation. So Voted.

Volunteers Jake Bernier and Mariella Siwko were valuable during the summer reading program and will occasionally work on weekends during the school year.

The Summer Reading Program this year included adults. A scratch ticket system was used. Some were instant winners for prizes; those that were not went into a drawing at the end. There were 1st, 2nd, and 3rd prize winners for each of four age categories, then all four categories were pooled for the grand prize drawing for a family 4-pack to Brooklyn Fair. There were 133 participants under age 18, 105 participants over 18 for a total of 238 participants, surpassing last year's 92 participants. The survey that followed had positive feedback. Next Year's theme is "Plant a Seed, Read".

A Story Time at Kingswood Farm (Ennis Farm) will be held on September 22nd. Pre-registration was required and 48 participants are expected.

Our old clock was viewed by Pete Belmore who repairs clocks for Antiques Marketplace in Putnam. He comes highly recommended by them. He would remove the guts of our clock, take them to his shop in Webster, MA and see what needs repairing. His fees would be \$80 to give a repair cost estimate and another \$80 for his time if we opted to not have the repairs made. Motion was made by Jane Sipila and seconded by Deneen Azzolino to have Pete Belmore assess

the repairability of our old clock and authorize the spending of \$160 with an estimate of actual repairs to follow.

Lisa is attending meetings for Brooklyn's 250th Anniversary of our country. The town has reserved the fairgrounds for July 4, 2026 with celebrations on or near the 4th of each month. The kickoff is a tea party on December 16, 2025, the anniversary of the Boston Tea Party, with Lisa giving a talk on the famous tea party and what led up to it. Lisa will be working with the Historical Society for a presentation on February 4th.

The use of Thumbtack and Neighborhood apps was unsuccessful in finding a contractor for the wall and/or chimney repairs. Wendy handed out a sheet showing the timeline of events on this from January 2025 to the present and contractors who were suggested after Lisa posted on Residents of Brooklyn Facebook page. Jamie Long of Apex Remodeling in Brooklyn came, said the wall issue was not chimney related, and promised an estimate by today, which did not materialize. Fullerton Construction of Hampton failed to show up today for a 2:30 appointment. Diane Wimmer will check with the Knowltons of the Historical Society to see if they could recommend someone for plaster repair and suggested we get a chimney person to inspect the chimney.

The CT State Library is requesting various new policies and changes to current ones. First drafts have been submitted before October 1st deadline. Approval from CSL must be met by November 1st to be eligible for any state grants. Deadline for completion, requiring proof of executive board approval and uploading to our website, is December 1st. The Request for Reconsideration form has to be separated from our current Collection Development and Maintenance Policy with some additional questions added to the original form. A Library Material Review and Reconsideration Policy, a Display Policy, and a Program Policy are now needed. Lisa will be attending an online meeting about these on Wednesday of this week. All policies need to be voted on at the same time.

Motion was made by Desiree Burlingame and seconded by Kerri Osborne to accept the Library Director's report. So Voted.

Friends of the Library: Kerri Osborne would like to meet with Lisa and Martha for suggestions on what programs The Friends could help fund. She reported that the annual meeting of The Friends was held in July at the Community Center. The center would be available to us at no cost for events and she suggested we make use of that. The Friends now have swag items to give out at events. They are looking to increase membership by integrating with school and town events. They will focus on raising awareness of the group vs. fundraising. They will have a table at the Trinity Church Craft Fair. The Ice Cream Party at the end of summer reading was held at Prince Hill Park with Ra Ra's Ice Cream Shop as the vendor. There were 33 participants.

OLD BUSINESS:

New Library Facility Committee Update: The committee last met on September 3rd. Strategic Plan Document is almost done; the list of what a new library could offer residents is being finalized. RFQs were received from architects we had asked to submit them. We may know by November if we got the CIF grant to cover architectural costs.

Library Wall/Chimney Repairs Status: This was addressed under the Library Director's Report.

Equipment Replacement Update: All installations are complete with the last being equipment for the treasurer's office receiving a new computer, 2 monitors, and a laser printer.

NEW BUSINESS:

Annual Meeting: Meeting date is November 3rd at Brooklyn Middle School Library. The request for use of facilities has already been approved. An Executive Board Meeting will be held at 7:00 PM followed by the annual meeting at 7:30 PM.

Nominating Committee: Our constitution requires there to be a 3- member committee. Executive Board members were asked if they wished to continue for another year. This year's Nominating Committee will be: Wendy Harrington, Chairman, Desiree Burlingame, and Jane Sipila.

Other: Discussion about a gift certificate for our resigning treasurer.

Discussion ensued about our next treasurer not being a Brooklyn resident. (Our current treasurer of 6 years is not). Kerri suggested that the Finance Committee should meet before each meeting to review the treasurer's report that would be presented. The possible need for a Treasurer's Manual so that any new treasurer in the future would know how things are handled, especially in the case of a treasurer suddenly being unable to fulfill his/her duties because of unexpected circumstances such as serious illness or death.

Martha suggested that we consider setting our next meeting date at the end of each meeting so that people will know well ahead when the next meeting will be.

Motion to Adjourn: Motion was made by Deneen Azzolino and seconded by Martha Ennis to adjourn the meeting. So voted. Meeting adjourned at 7:40 PM.

Respectfully submitted,

Wendy E. Harrington, Secretary