**Brooklyn Town Library Association**

**Executive Board Meeting**

**July 26, 2018**

The meeting was called to order at 7:00 P.M. by President; Wendy Harrington. Present were: Wendy Harrington, Cassandra Leach, Lisa Faria-Lindia, Beverly Spink, Diane Wimmer, Jane Hatzberger, Catherine Tucker, Ken Dykstra, Valerie Downs, Joanne Lantry, Michelle Shannon and Laure Nelson.

**Secretary’s Report:** A motion was made by Cassandra Leach and seconded by Joanne Lantry to accept the Secretary’s Report as emailed. So Voted.

**Treasurer’s Report:** Treasurer, Cassandra Leach presented the Profit & Loss Budget vs. Actual for July 2018 through June 2019. Cassandra also reported that Auditor, Betty Baker will no longer be available to audit the library’s books. Cass will speak with Joe Eber to see if he is available to do the audit. A motion was made by Lisa Faria-Lindia and seconded by Michelle Shannon to accept the Treasurer’s Report as read. So Voted.

**Librarian’s Report:**  Librarian, Catherine Tucker reported that 26 children are participating in the Summer Reading Program. Nutmeg Books will be unavailable from the Middle School this year. The Nutmeg Books for the library’s Summer Reading Program have not been ordered yet. Catherine will order the Nutmeg Books through Amazon to be delivered promptly. Two of each book will be ordered for all 3 age categories.

**Friends of the Library News:** The Friends reported that Kathryn and Steve Stellitano will be organizing the Mum sale for the last time. The plant sale will be held on September 8, 2018. Order forms have been mailed. Volunteers are needed to organize the Mum sale starting next year.

**Old Business:**

**Continuing Discussion- Revising Policy for Hourly Staff Vacation Time:** Motion made by Diane Wimmer and seconded by Michelle Shannon to revise Policy dated January 23, 2014. The following changes include: Paragraph #2 changed to read; Employees working less than 20 hours per week shall not receive holiday pay. Paragraph #3: after the words “as follows” add “based on their date of hire”. Paragraph #4: The word “days” deleted and the word “time” inserted. Delete the word “fiscal”. Delete “ten (10 days)” insert “sixty (60 hours)”.

 Years of Service Hours Per Year

 1-5 years 30 hours

 6-10 years 60 hours

 11+ years 90 hours

Employees working less than 20 hours per week shall not receive paid vacation.

 A motion was made by Diane Wimmer and seconded by Michelle Shannon to make said changes to policy. So Voted.

**New Business:**

**Nominating Committee:** The following members have been appointed to the Nominating Committee:

 Chairman: Wendy Harrington

 Lisa Faria-Lindia

 Beverly Spink

**Annual Meeting:** The Annual Meeting will be held on Monday, September 17, 2018, at 7:00 P.M. at the Clifford B. Green Center.

**Library Outreach Subcommittee:** The Library board has formed a subcommittee to explore ideas on how the library could reach out to the community and encourage more patrons to utilize the library. The subcommittee members are: Diane Wimmer, Valerie Downs, Joanne Lantry, Lisa Faria-Lindia and Cassandra Leach.

**Library Clerk:** Motion was made that when the Library Board hires a future, part time clerk, said clerk’s wages will be determined by the Library Board based on experience. Motion was made by Diane Wimmer and seconded by Lisa Faria-Lindia to accept said Motion. So Voted.

 **Safety Issues in Library:** Librarian, Catherine Tucker reported that she has cleaned out the area around her work station.

**Motion to Adjourn:**

A motion was made by Diane Wimmer and seconded by Lisa Faria-Lindia to adjourn. The meeting adjourned at 8:55 P.M.

 Respectfully Submitted

 Laure M. Nelson

 Secretary