

**BROOKLYN TOWN LIBRARY ASSOCIATION
EXECUTIVE BOARD MEETING
JUNE 9th, 2022**

The meeting was called to order at 6:08 PM by President Wendy Harrington. Present were: Wendy Harrington, Renee Messier, Ken Dykstra, Jane Sipila, Deneen Azzolino, Joe Asermelly, Carolyn Otto, and Elizabeth Swagger. Absent: Lisa Lindia, Beverly Spink, Diane Wimmer, Charlene Hill, Amy Landis, Joanne Lantry and Cassandra Leach.

Minutes of Last Meeting: Motion was made by Jane Sipila and seconded by Deneen Azzolino to accept the minutes as were emailed to board members. So Voted.

Treasurer's Report: Renee Messier presented a Profit and Loss Statement for July 2021 through June 2022. Copy to be attached to meeting minutes. Renee answered questions from board members. Although the report shows us having a net income of -\$ 27,214.00, we are financially in the black. Grant monies deposited in the previous fiscal year were actually not spent until the current fiscal year causing Quick Books to report a negative income amount. Renee provides Library Director, Elizabeth Swagger, with weekly printouts on our expenses so that she is aware of library spending. Motion was made by Joe Asermelly and seconded by Carolyn Otto to accept the report as presented. So Voted.

Library Director's Report: Elizabeth Swagger reported that after her being at the library for a year now in May, she and staff have just now finished weeding and reorganizing the non-fiction books. In comparing statistics from a year ago to now, 1,888 items out and no ILL items for January – June of 2021 and January –June 8, 2022 3,500 items out and 308 ILL items. Current building issues are ADA compliance, electrical problems, and space and programming. New Library Facility Committee wants to be sending surveys to assess community need and we want to build a new building. Interest in hiring someone to do Children's programming. Summer Reading will take place from June 20th – August 8th. An order of discounted books from Scholastic has made it possible for each child participating in summer reading to get a free book. We will work with Brooklyn Recreation to provide summer reading materials. We have applied for ARPA money that the Town of Brooklyn has available and funds to be put toward front entryway and electrical upgrades in the building. Staff evaluations have been done and both employees were recommended to continue their employment for the next fiscal year. Motion was made by Deneen Azzolino and seconded by Jane Sipila to accept the Library Director's Report. So Voted.

Friends of the Library: Wendy Harrington had a phone call from Friends Vice President, Lisa Lindia. In the absence of both Lisa and Friends President Diane Wimmer, Wendy reported for the group, with board members Jane Sipila and Carolyn Otto confirming the report of a meeting held the previous evening. The five members attending voted to reimburse the library for the cost of our new outdoor book drop. Elizabeth Swagger will contact The Friends with the amount to be reimbursed and a check will be forthcoming. After August, Diane and Lisa would like some younger people to take over. The group does not want to lose the 501 (c) status that

would occur if they dissolved the group. The library offered to assist through advertising by posting in-house and on our website and social media page to recruit possible mothers of young library patrons to take over.

OLD BUSINESS:

Contact with Former Donor: On March 14th Wendy Harrington sent a letter to a previous library donor who had given money from the estate of her deceased uncle. The woman had not yet visited the library as she had hoped due to the Covid pandemic. The woman had originally expressed an interest in us having a children's area for programming and was informed that we now had made space for such. No reply was received.

Library Outreach Committee: This committee was formed on July 26, 2018 and only met once on October 29, 2019. Their sole purpose was to explore ideas on how the library could reach out to the community and encourage more patrons to utilize our library and to promote the need for a new library and build public support for one. Committee members were former library director Catherine Tucker, Ken Dykstra, Deneen Azzolino, Diane Wimmer, Lisa Lindia and Cassandra Leach. With the increase in library use since our new director took over and the fact that two of the members are now on the New Library Facility Committee, motion was made by Ken Dykstra and seconded by Joe Asermelly to disband the Library Outreach Committee. So Voted.

New Library Facility Committee: The group met on March 31st and again on April 28th. The committee compiled a list of possible site options. They discussed whether to consider a new facility vs. purchasing something to renovate and put an addition onto for books. They did tour a property at 63 Canterbury Road, but it was not suitable to expand there and the building needed a lot to make it usable for our needs. The committee wants the library to move forward on its own and not wait for an eventual town hall/library complex to be built. Our Long Range Plan (last done in 2005) needs to be rewritten and a town-wide survey would need to be prepared and sent out prior to approaching the State for a grant.

Handicapped and Lighting Issues: Two contractors (Ed Grandelski of Grandelski Brothers and Adam Johnson of Johnson Masonry, LLC) came to assess the situation for changes to our entrance. Both said that our first step has to be the hiring of an architect to draw up plans. From there a contractor could give an estimate. The architect is liable if the finished product does not meet ADA standards when followed by a contractor. Ken asked if the town has an engineer service on a retainer that we could contact. Joe knows of a woman architect at Ellis Tech. Ken thought we should pursue this matter.

Lighting concerns are that several light fixture ballasts have started to burn out. Electricians have given estimates to replace all light fixtures that have LED bulbs and add additional electrical outlets as follows: LaBossiere Electric \$8,885 (a bid from previous year) which did not cover additional outlets and LaFleche & Sons Electric \$6,346. We are awaiting Anderson Electric to visit and give an estimate. Joe Asermelly was reaching out to Anderson Electric to see why they had not shown up yet.

ARPA money for this from funds the town has received may only give non-profits \$10,000. Ken asked if we would be considered completely non-profit, since non-profits applying for town funds were Boy Scouts and other organizations.

NEW BUSINESS:

Clarification Regarding Board's Intent When Revising the Vacation Portion of the Policy on Paid Time Off for Hourly Employees: At a September 2021 meeting, the board had revised its policy on vacation time based on the hours worked in a week and length of service. It set a July 1, 2022 date for vacation revisions to take place so that, as Diane Wimmer had previously suggested, employees could use up vacation time they may have remaining before July 1, 2022. An issue was raised recently by Cassandra Leach because her date of hire for determining vacation is January of each year. Cassandra was expecting 90 hours of vacation time to use before July 1, 2022, but had only 60 hours put in her account in January this year, which she has already used. Cassandra was accustomed to receiving 90 hours of vacation based on a 30-hour work week, when in fact she had voluntarily cut her work week to 20 hours approximately almost 10 years ago, when she no longer needed a 30-hour work week to receive insurance benefits from the town. Lack of a written vacation policy at that time allowed continuance of vacation based on a 30-hour work week until now. After much discussion, and the determination that an interpretation of the revised policy did exist, a motion was made by Joe Asermelly and seconded by Ken Dykstra to compromise on the additional 30 hours of vacation time in question and allow Cassandra Leach to have 15 more hours of vacation time to be used before July 1, 2022, since her vacation year runs from January to January and 6 months of the year has already gone by. So Voted. Cassandra to be notified by email of the board's decision since she was not in attendance this evening.

Proposed Revision of Hourly Employees Paid Time Off Due to Change in Our Library Hours: With a change in the hours the library is open, our current Librarian/Clerks are working a 22-hour work week instead of the 20-hour work week the policy is based on. Wendy Harrington presented two possible options to revise the current policy to reflect the work hours change. After much discussion, motion was made by Joe Asermelly and seconded by Deneen Azzolino to make the following revisions in the policy:

Delete the column that lists vacation hours prior to July 1, 2022. Change title headings on remaining columns as follows:

Effective July 1, 2022	Effective July 1, 2022
Work a 20-hour or more, but less than 30-hour week	Work a 30-hour or more work week

Wendy will send an email with attachment of the complete policy, containing the above revisions, to board members that were in attendance to be sure it matches what was voted on.

Hiring of a Children's Story Time Employee: We have budgeted \$2,400 to have story time at the library. The Town Meeting to approve the budget is scheduled for June 21st. Elizabeth would like to have story time either a Friday morning or a Monday morning for ages

Pre-K to 6. She would like to have 3 story times with a craft over the summer. Once a month to start.

Elizabeth's sister until recently was the full-time Asst. Children's Librarian at Killingly Library. She is looking for part-time children's library work. Carolyn Otto suggested a woman who does story time for Pomfret Library.

There was discussion about hiring such a person as a subcontractor or the person could be hired as a vendor who would receive a 1099 form instead of having employee status. A contract would need to be done. Elizabeth will explore our options.

Other: Joe Asermelly suggested that with inflation, etc. we start at our next meeting to discuss salaries and raises for the future.

Motion to Adjourn: Motion was made by Jane Sipila and seconded by Deneen Azzolino to adjourn the meeting. So Voted. Meeting adjourned at 8:00 PM.

Respectfully Submitted,

Wendy E. Harrington, Secretary