

**BROOKLYN TOWN LIBRARY ASSOCIATION
EXECUTIVE BOARD MEETING
SEPTEMBER 5, 2023**

The meeting was called to order at 6:35 PM by President Wendy Harrington. Present were: Wendy Harrington, Joe Asermelly, Ken Dykstra, Beverly Spink, Diane Wimmer (left 7:07 PM for another meeting) , Deneen Azzolino, Jane Sipila, Carolyn Otto, Charlene Hill, Kerri Osborne, and Lisa Burbank. Excused absences: Renee Messier, Joanne Lantry, Samantha Stiles, Desiree Burlingame.

Minutes of Last Meeting: Motion was made by Deneen Azzolino and seconded by Diane Wimmer to accept minutes as emailed to board members. So Voted.

Treasurer's Report: In the absence of Treasurer Renee Messier, President Harrington distributed Renee's report. The report showed Income of \$38,974.86, total expenses of \$25,253.60, and other income from savings of \$16.16 for a net income of \$13,737.42. Wendy noted that the balance totals for CD's and Savings totals \$158,765. She also reported that Quick Books subscription will be increasing for each payroll as of October 1st as well as their fee for renewal, but the amount is not yet known. Motion was made by Joe Asermelly and seconded by Jane Sipila to accept the treasurer's report. So Voted. Discussion ensued about spending money to rent off-site storage space if we can't have a new library. Mention was made of the new storage facility under construction just down the street from the library. Possibility of space at the Clifford B. Green Building once the renovations from water damage have been completed there which is supposed to be in October.

Library Director's Report: Library Director Lisa Burbank reported that summer reading numbers increased from 75 to 87 participants. The program is for ages 5-12. Hoping to enhance the program next year to include something specifically for toddlers and pre-schoolers and for teenagers.

We have our own Book Club that meets the first Monday of each month at 3:00 PM and a Knitting & Crocheting Group that meets the second Monday of each month at 3:00 PM.

Our 130th Anniversary Celebration went well on Saturday, July 29th. Library Staff was commended for presentations prepared. It was the kick-off for a year's worth of fundraisers and grant requests. We even had a display at The Brooklyn Fair.

Board member Keri Osborne and Lisa have submitted grants to Jewett City Savings Bank (\$5,000) and Centreville Bank. Grants to pay for the additional audiobook service called Hoopla. Our current service Libby often has a long wait time for new book titles.

A fundraising Tea Party is tentatively planned for December; place to host it still needed. The idea could be presented at our annual association meeting in November with tickets for sale. A Go Fund Me campaign will be started online with proceeds to go toward expanding our library. Our theme will be Honoring our Past-Preparing for the Future.

We need a designated space for teenagers and need to separate Young Adult section and Middle Grade Readers section. Off-site storage would create space in one of the upstairs

offices for this. Kerri suggested having a monthly newsletter using Mail Chimp or Constant Contact to let people know about new books available for all ages.

Joe Asermelly asked what was being done about adding periodicals after money had been put in the budget for them. Lisa has looked into them, but no longer offered through Amazon; you must get directly from the magazine publishers. Cannot be purchased without paying sales tax on them. The board saw no issue with paying sales tax for this even though we are tax exempt. Wendy suggested "Adopt A Magazine" like we do with books, but where money is already in our budget for them we need to use that.

Motion was made by Charlene Hill and seconded by Carolyn Otto to accept the Library Director's Report. So Voted.

Friends of the Library: Kerri Osborne and Samantha Stiles have volunteered to take over leadership of this group.

OLD BUSINESS:

Update on Sidewalk Project: Bids were received from Johnson Masonry LLC (\$11,000) and Dexter Masonry (\$6,000). Motion was made by Carolyn Otto and seconded by Deneen Azzolino to award the contract for the sidewalk renovation to Dexter Masonry. So Voted. Wendy will contact the winner and get a start work date. The new, custom-sized storm door needed for better handicapped access was ordered on July 10th.

ARPA Fund Update: Wendy Harrington has the contract paperwork and was awaiting the sidewalk bids. Once we have the information from the concrete contractor and electrician about when the projects could start and how long to finish, the contract paperwork can be submitted to the town with receipt of funds to follow within 10 days thereafter.

130th Anniversary Continued Celebration: this was covered under Library Director's Report.

NEW BUSINESS:

B.P.O.E Grant: Diane Wimmer learned of this grant while at the Elks Convention. Diane filed the preliminary impact statement showing it would be used for our literacy program at Quebec Square. This is a competitive grant. Our project passed the first round and Diane will apply for the 2nd round with next word coming in December. If we get the grant, the Elks would manage the funds and members of the Elks would work at story times and food distributions at the Community Center. This would coincide with what the school is doing at that center.

Adopting Library Collection Development Policy: At the request of the CT State Library this policy must be done. Without it, our annual report to the State Library will not be accepted and we would not receive any grant monies afterwards. It requires a procedure be in place to address any challenges to books we have on our shelves. The policy and Statement of Concern must be displayed on our website as well as being adopted by our Executive Board. Board members reviewed the policy as prepared by the library director from a sample policy provided by the State Library. Motion was made by Joe Asermelly and seconded by Beverly Spink to

adopt the BTLA's Library Collection Development Policy to be forwarded to the CT State Library and put on our library website. So Voted.

New Computer Policy: Our policy had not been updated since its creation in 1997. The revised policy was handed out for review. After discussion motion was made by Kerri Osborne and seconded by Deneen Azzolino to adopt the updated computer policy with changes as discussed regarding charges for black and white copies (25 cents each) and colored copies (50 cents each). So Voted.

Nominating Committee and Annual Association Meeting: This year's Nominating Committee will be: Wendy Harrington, Chairman, Carolyn Otto, and Charlene Hill. Focus will be on obtaining new, younger association members. Kerri suggested information on the request for new members be sent to the school secretary to be included in a newsletter. Our annual meeting this year will be on November 6th. Wendy has filed the necessary paperwork with the principal of Brooklyn Middle School to use the school's library for the meeting.

Other New Business: Ken Dykstra recently repaired a storm window for us and noted that others needed to have their screens or glass put in proper alignment. He suggested having window cleaning done on the outside and inside. Joe Asermelly, who had done our summer yardwork, asked about next year. He was told that the Parks & Rec Department will take it over.

Adjournment: Motion was made by Ken Dykstra and seconded by Charlene Hill to adjourn the meeting. So Voted. Meeting adjourned at 8:00 PM.

Respectfully Submitted,

Wendy E. Harrington, Secretary