

BROOKLYN TOWN LIBRARY ASSOCIATION  
EXECUTIVE BOARD MEETING  
SEPTEMBER 20, 2022

The meeting was called to order by President Wendy Harrington at 6:05 PM. Present were: Wendy Harrington, Renee Messier, Ken Dykstra, Beverly Spink, Diane Wimmer, Jane Sipila, Joe Asermelly, Joanne Lantry, and Lisa Burbank. Absent: Lisa Lindia, Deneen Azzolino, Charlene Hill, Amy Landis, Carolyn Otto and Cassandra Leach.

**Minutes of Last Meeting:** Motion was made by Joanne Lantry and seconded by Diane Wimmer to accept the minutes as emailed to board members. So Voted.

**Treasurer's Report:** Treasurer Renee Messier presented a Profit & Loss Statement for July 1 through September 20, 2022. It showed income of \$38,876.03, detailed expenses of \$24,348.39, other income from savings of \$14.87 with a net income of \$14,542.51. Motion was made by Jane Sipila and seconded by Joanne Lantry to accept the treasurer's report as presented. So Voted.

**Interim Library Director:** New Interim Library Director, Lisa Burbank, stated that her first priority is hiring to fill Librarian/Clerk positions, one of which has been filled. She will continue reorganization started by previous Library Director, Elizabeth Swagger. She wants to move A-H fiction upstairs, open up the circulation area to make room for 2 computer stations, and have room to host book discussions that we share with Scotland and Canterbury. Lisa distributed drawings showing possibilities for downstairs reorganization. There was discussion by board members regarding possible use of off-site storage and further cleaning out. Joe Asermelly has offered to build a new circulation desk as a gift from he and his family to the library.

**Friends of the Library:** President Diane Wimmer has sent out membership notices, announcing that she and Lisa Lindia will be done as officers at the end of the year. If no one comes forward to take over the presidency, they will end the friends group and distribute the money to the library. Member Jane Sipila had taken part at Kinder-Camp at Brooklyn Elementary School on August 24<sup>th</sup> where information about the group was distributed. A poster has been up at the library trying to recruit new members as well. Diane will post on the Residents of Brooklyn Facebook page and Lisa Burbank will post on the library's Facebook page about recruiting new members/officers.

**OLD BUSINESS:**

**Handicapped Access:** Wendy Harrington met with Surveyor Paul Archer and a fellow who does engineering designs for them. The Executive Board authorized \$500-700 for plans to be drawn. Plans have yet to be drawn. A phone message was left for Paul on September 14<sup>th</sup>. The sidewalk and front entrance would be redone with concrete and deemed to be a "maintenance project", rather than a procedure requiring special pre-approval.

**ARPA Money From The Town:** Ken Dykstra had contacted Wendy Harrington about projects for which we had applied for these funds. The ARPA Committee was going to throw out our application, but Ken saved that from happening. The town had been given the information on our lighting/electrical project, but that information never passed from the First Selectman to

the committee. Wendy has furnished Ken with information he will present to ARPA Committee members at their next meeting.

**Hiring New Library Employees:** The Interview Committee met with 3 candidates for Library Director. It was decided to hire Librarian/Clerk Lisa Burbank to be the Interim Library Director to start on September 6, 2022. On January 17, 2023 her 90 working day probation period will expire at which time the Evaluation Committee will decide if Lisa advances to the position of Library Director.

Interviews were held with candidates for Librarian/Clerk and Lisa Kallio was chosen to begin work on September 6, 2022. She has experience working with young children and could be an asset with children's programming. We advertised again on Indeed.com. There was an interview last Friday and there are interviews for 3 more candidates this week. Hopefully all Librarian/Clerk positions will be filled by Columbus Day.

**Trinity Episcopal Church :** Rev. Gretchen Grimshaw stopped into the library the week of September 5<sup>th</sup>, inquiring about the letter sent to the church on July 8<sup>th</sup>. Wendy Harrington will get in touch with her. The area we had wanted to use for possible outdoor story time may be owned by Mortlake Fire Department. Wendy Harrington will contact William Skene of the fire department to verify.

#### **NEW BUSINESS:**

**Nominating Committee:** Wendy Harrington, Beverly Spink, and Deneen Azzolino will be the Nominating Committee this year. Board members present were asked if they wished to continue on the board for another year. There is a poster in the library to recruit additional members for the library association.

**Annual Association Meeting:** The first Monday of November is November 7<sup>th</sup> this year. Diane Wimmer said that the Middle School has been letting the Historical Society hold its meetings there; she will inquire if they would allow us to hold our annual meeting in the library there. If not, Carolyn Otto will be asked if we could once again use the chapel building at The Federated Church.

**Revising Policy on Vacation for Library Director:** An issue with vacation time came about during the interviewing of candidates for Library Director. After much discussion, the following policy revisions were decided: Changing the title of the policy to be Paid Time Off Policy For Library Director; After 6 months: 5 days. After 1 year 10 days, 5 of which may be used after the first 6 months. Adding that after 1 year, up to 2 days unpaid leave will be allowed. Additional unpaid time off must be approved by the Executive Board.

**Motion to Adjourn:** Motion made by Diane Wimmer and seconded by Joe Asermelly to adjourn the meeting. So Voted. Meeting Adjourned at 7:24 PM.

Respectfully Submitted,

Wendy E. Harrington, Secretary

