

**BROOKLYN TOWN LIBRARY ASSOCIATION
EXECUTIVE BOARD MEETING
JUNE 16, 2025**

The meeting was called to order at 6:55 PM by President Wendy Harrington. Present were: Wendy Harrington, Deneen Azzolino, Renee Messier, Jane Sipila, Kerri Osborne, Desiree Burlingame, Martha Ennis, Amy Clark, and Lisa Burbank. Absent: Ken Dykstra, Beverly Spink, Diane Wimmer, Carolyn Otto, and Charlene Hill. Excused absence: Samantha Stiles.

Minutes of Last Meeting: Motion was made by Desiree Burlingame and seconded by Jane Sipila to accept the minutes as emailed to board members. So Voted. We received a \$50 donation plus the purchase of 2 Adopt-A-Books in memory of Dolores Boliver from Jim and Melody Ingalls. A thank you note has been sent.

Treasurer's Report: Renee Messier distributed a Profit & Loss Statement for July 1, 2024 through June 16, 2025. It showed total income of \$162,863.93, total expenses of \$131,896.47 for a net ordinary income of \$30,967.46 plus interest of 761.91 for a total net income of \$31,729.37. Renee has negotiated a savings on our phone bill and changed suppliers for our electric bill as needed to attain cost savings. We are required to have Worker's Compensation insurance and Shelley Cates, the town's financial director, has been contacted to see if we could be placed under the town's umbrella for that expense. If not, it will cost us \$2,400 a year. Kerri commented on spending down the funds that will be left end of fiscal year from the town grant. Motion was made by Martha Ennis and seconded by Deneen Azzolino to accept the report. So Voted. Renee tendered her resignation to be effective November 3, 2025 and suggested advertising the vacancy ASAP so that she would have time to train her successor. Motion made by Jane Sipila and seconded by Kerri Osborne to accept the resignation. So voted.

Library Director's Report: The library was closed on May 10th to allow employees and a volunteer to rearrange the downstairs space into a better configuration.

With our Volunteer Policy in place, our first volunteer is Jake Bernier, son of employee Lisa Kallio, who helped with summer reading scratch ticket preparation. Over the summer he will continue volunteering every other Monday.

Summer Reading sign-ups began today for both children and adults. Lisa explained how scratch tickets will be earned and about the prizes available. The grand prize will be a family 4-pack of tickets to the Brooklyn Fair.

We have an additional museum pass offering this year from The Friends to The EcoTarium .

Program participation has increased with 3 new members in the Adult Writer's Workshop for a core group of 7 plus a couple of occasional participants. Our Teen Writer's Group is fairly active and our Young Writer's Group has a total of 7 girls ages 5-12. The Young Writer's Club and Teen Writer's Group will work on a BTL Newsletter for kids featuring stories written by the kids. The newsletter will be uploaded to the Summer Reading page of our website and on our Facebook page.

In order to be eligible for CT State Library Incentive Grants, there are mandates for creating a Library Material Review and Reconsideration Policy, a Library Display Policy, and a

Program Policy, which must be approved by our executive board and be submitted to the state library by December 1, 2025. Said policies to be updated every 5 years to continue eligibility. Motion was made by Desiree Burlingame and seconded by Deneen Azzolino to accept the report. So Voted

Friends of the Library: Kerri Osborne reported that she has obtained permission to use Prince Hill Park on August 16th for the end of Summer Reading Program ice cream party . A flyer on the event has been delivered to the library. She is still searching for an ice cream vendor as last year's is booked for that date.

July 10th will be the annual meeting for The Friends.

She wants to start a campaign for the library building project.

OLD BUSINESS:

New Library Facility Committee Update: RFPs have been sent to 7 architectural firms with a receipt deadline of July 11th. The town is unable to commit to planning for a new town hall at this time and we have been given permission to proceed with planning for a library only. Strategic Plan document is nearing completion. There is money in the town budget (\$5,300) for the Historical Society for operating expenses and as a result the town has received a letter of intent for the Historical Society to deed property to the town for the purpose of building a library. It will be voted upon at a future Historical Society meeting and an acceptable vote will require an acceptable appearance of the building design we select. On June 6th the town applied for a CIF (Community Investment Fund) grant in the amount of \$250,000 to cover the planning and design expenses of a new library. Receipt of this grant could make us eligible for a CIF construction grant, though the grant for planning and design is a not a pre-requisite for applying for the construction grant.

2025-2026 Fiscal Year Budget: Our library finance committee decided to withdraw our \$19,696 budget increase request before the town issued a request for budget cuts. We have a significant enough balance in our savings to cover it. Therefore, we will receive the same \$156,911 town appropriation as in the previous fiscal year.

Library Wall/Chimney Repair Status: There have been no further responses from contractors contacted since our first estimate for repairs. Kerri suggested the Thumbtack App and Desiree suggested the Neighborhood App. You state the services you are looking for and names of contacts will be provided. Lisa will work on this.

Equipment Replacement: For the \$3,000 expenditure approved at last meeting, we were able to replace 2 computers, a printer, and have money enough left to replace the patron's computer that could not take the Windows 11 upgrade. Installation of 2/3 of the project was completed on Saturday, June 14th. The remainder of the installation will take place some time next week.

NEW BUSINESS:

Library Director's Evaluation: The Evaluation Committee of Wendy Harrington, Deneen Azzolino, Jane Sipila and Beverly Spink met on June 4th. The committee recommends Lisa Burbank's continued employment as Library Director for the 2025-2026 fiscal year. Motion made by Amy Clark and seconded by Jane Sipila to accept the Evaluation Committee's recommendation. So Voted.

Other: Plumbing Issue and Repair. LaPorte and Sons was called for a bathroom leak that ended up being two separate leaks in pipes in the area of an adapter and pipe connector found between the water meter and bathroom requiring 2 visits. The toilet flange was also replaced. Project cost was \$1,122,85.

Motion to Adjourn: Motion was made by Deneen Azzolino and seconded by Jane Sipila to adjourn. So voted. Meeting adjourned at 7:27 PM.

Respectfully submitted,

Wendy E. Harrington, Secretary