

BROOKLYN TOWN LIBRARY ASSOCIATION
VIRTUAL EXECUTIVE BOARD MEETING VIA GO TO MEETING
AUGUST 13, 2020

(Rescheduled from August 6, 2020 Due to Storm Isaias Power Outages)

The meeting was called to order at 7:09 PM. Present were: Wendy Harrington, Lisa Faria-Lindia, Renee Messier, Ken Dykstra, Diane Wimmer, Deneen Azzolino, Carolyn Otto, Aimee Anderson, Lorraine McLeish, Cassandra Leach and Catherine Tucker.

MINUTES OF LAST MEETING: Motion made by Aimee Anderson and seconded by Deneen Azzolino to accept the minutes as emailed to board members. So Voted.

TREASURER'S REPORT: Members had been mailed a Profit & Loss report for the fiscal year July 2019 through June 2020, a sheet on budget cuts and were emailed a copy of the budget for 2020-2021 as had been presented to the Board of Selectmen. Treasurer Renee Messier stated that the credit card in the library's name had been received which will replace the use of a debit card for purchases. The card has a \$5,000 limit and no fees attached.

Discussion ensued regarding board approval of expenditures over a certain amount. President Harrington stated that many years ago the board had decided only purchases over \$500 required board approval. Motion was made by Diane Wimmer and seconded by Deneen Azzolino that in order to make any library purchases for discretionary supplies, a purchase order must be filled out and approved by the Library Director and Executive Board President before a purchase can be made.

There was much discussion about the budget and cuts recently made to employee hours, despite financial reports showing money left over from the previous fiscal year. Motion was made by Diane Wimmer and seconded by Carolyn Otto to reinstate hourly employees' starting times to one hour before the library opens each day, effective immediately, with monies coming from the liquid savings account. So Voted.

Our annual budget is currently prepared by a committee as stated in our Constitution. Discussion about more board input involving the budget resulted in a motion made by Lisa Faria-Lindia and seconded by Carolyn Otto for Executive Board members to receive a copy of the proposed annual budget prior to it being presented to the Board of Selectmen and that if budget cuts are made by the Board of Selectmen, an Executive Board Meeting will be called to make adjustments where needed. So Voted. Renee was asked to make the adjustment on the budget spreadsheet to reflect treasurer wages for Cassandra and herself instead of how it had been shown thereon.

Budget monies left over at the end of the fiscal year will be put into a CD.

Approval of the Profit & Loss statement presented by the treasurer was tabled until such time as the board receives a more detailed report for end of fiscal year along with one to show where we stand since end of fiscal year to the present.

LIBRARY DIRECTOR'S NEWS: Catherine said she is trying hard to help the school children, since there are no more libraries at the Brooklyn Schools; Library Media positions were removed there. She had not ordered any Nutmeg Books. New HP mini computer towers were ordered

and installed about 3 weeks ago on the circulation desk computer and Catherine's computer. These attach to the back of the monitors. No new monitors or keyboards were purchased. The total cost was \$2,000. They were purchased from JKS Systems. No other businesses were asked for prices. Curbside Pickup of library books is taking place. Catherine stated that on the average 2 to 6 people a day partake in this; mostly adults, but adults have taken out books for children. No summer reading program this year due to the COVID-19 pandemic.

FRIENDS OF THE LIBRARY: President Diane Wimmer stated that she will be sending out membership forms the end of August or early September and will ask for donations, since we can't do a bake sale or plant sale.

OLD BUSINESS:

Indoor Maintenance – Our new Librarian/Clerk, Lisa Burbank, will be doing the weekly library cleaning.

Other Maintenance – the timer that controls our outdoor lighting for the book drop and parking lot was replaced by Johnson Electric of Pomfret. The attic window facing Mortlake Fire Station partially blew in during a wind storm. Cassandra Leach had Tom Rukstela to a temporary repair to secure it in place. Permanent fix has not been done. The town's Parks and Recreation department does outdoor mowing and trimming now. The battery for the upstairs emergency lighting needs replacing. Johnson Electric has been notified; it has yet to be done because Mr. Johnson has had some personal health issues. Wendy Harrington will contact him to see if we need to ask someone else to make this repair.

Library Secretary –The position is still vacant. Catherine said other libraries have had a problem with getting someone to do their minutes and often have to hire from the outside for an hourly fee of \$16. Wendy Harrington again expressed her desire to not have to be President and Secretary at meetings.

NEW BUSINESS:

Re-Opening After COVID-19: Aimee Anderson mentioned an online application through WIX to limit how many patrons could be in the library at a time with appointment openings available to do so. We currently use WIX for our website and Wendy will ask our website administrator about such. After some discussion, it was decided that a board meeting would need to be held to discuss reopening and set a policy for doing so.

Staff Evaluations: Our new job descriptions specify annual reviews for employees. The Executive Board evaluates the Library Director. Librarian/Clerks are evaluated by the Executive Board, taking into consideration a report by the Library Director on job performance. Question was when should these evaluations be done. After brief discussion, it was decided to table this item to another meeting. Lorraine McLeish said we would need an evaluation form; the board will have to create one.

Employee Disciplinary Policy: Jane Sipila had recently brought to the attention of Wendy Harrington that the term "suspension" under this policy should have additional, more specific language attached to it. Motion made by Deneen Azzolino and seconded by Carolyn

Otto added the words “without pay” to follow the word “suspension”. Carolyn Otto suggested that the board could decide in a particular situation whether or not to withhold pay. The amendment will be duly noted on the policy on record.

Other New Business:

Donation to the Library. A financial person from Merrill Lynch, and the woman she represents, will be meeting with Catherine and Wendy on Friday, August 21st at 9:00 AM regarding a donation from the estate of yet unnamed male who wanted to remember the library at his passing. We have been asked to submit a wish list, prior to the visit, of items the library could use from low cost to high cost. The woman had asked about children’s programs and even wondered if the library could be added onto for room to do such. She was told we had no room for such an expansion. Jeff Otto had recently suggested that we put on the list money to furnish a new library in the future. The Executive Board suggested the following: Laptops, money to put in a separate fund for future use, a separate children’s library, and a library annex in the downstairs of the Community Center in Quebec Square.

Wage Increase for Librarian/Clerk Lisa Burbank: Cassandra Leach proposed that we should consider increasing Lisa’s wage. Cassandra and Catherine both expressed how pleased they are with her job performance. She started out at \$11.00 per hour, a wage set by the Executive Board at her hiring. Lisa started work in January of this year, and the library training period she would normally have had got interrupted by the COVID-19 library closing. Her 90 working days probation period was also affected by this and will expire in early September. September 1st the CT minimum wage will be \$12.00 per hour and she would receive \$0.50 above that at that time. It was decided that we wait until her evaluation and not increase her wage until then.

Annual Meeting: Wendy reminded everyone that our annual meeting will now be in November. How and where to have it will be discussed at a meeting in the near future.

Resignation: Board member Michelle Shannon notified Wendy Harrington of her desire to resign.

MOTION TO ADJOURN: Motion made by Diane Wimmer and seconded by Carolyn Otto to adjourn the meeting at 9:12 PM.

Respectfully Submitted,

Wendy E. Harrington, Acting Secretary