**BROOKLYN TOWN LIBRARY**

**EXECUTIVE BOARD MEETING**

**December 13, 2018**

The meeting was called to order at 7:01 by President; Wendy Harrington. Present were: Wendy Harrington, Laure Nelson, Cassandra Leach, Catherine Tucker, Joanne Lantry, Ken Dykstra, Lisa Faria-Lindia, Denee Azzolino, & Lorraine McLeish.

**Secretary’s Report**: A motion was made by Joanne Lantry and seconded by Lorraine McLeish to accept the Secretary’s Report as emailed. So Voted.

**Treasurer’s Report**: Cassandra submitted a Summary Report dated July 1, 2017 thru June 30, 2018. Receipts totaled $141,714.30. Expenditures totaled $134,921.50. Leaving a Balance as of June 30, 2018 of $17,938.35. Cass reported that she met with a representative from KeyBank and received interest rates available for CDs. A motion was made by Lisa Faria-Lindia and seconded by Deneen Azzolino to authorize Cassandra to take $10,000 and invest it into an 18- month CD at 2.90% interest. So Voted. A motion was made by Lisa Faria-Lindia and seconded by Joanne Lantry to accept the Treasurer’s Report as Read. So Voted

**Library Directors Report:** Catherine reported to the board that she would like to purchase software called: brain HQ. brain HQ plays an active role in adult cognitive health. It focuses on 6 core areas of cognitive function: attention, brain speed memory, people skills, intelligence & navigation. If purchased, brain HQ will be accessible through the library’s website. Patrons can access brain HQ from the comfort of their home. There is an installation fee of $100, and an annual fee of $1,000 for the software. There is no limit to the number of users accessing brain HQ. A motion was made by Laure Nelson and seconded by Cassandra Leach authorizing Catherine to purchase brain HQ software for the library. So Voted.

**Old Business**:

**Joe Eber Audit:** Joe Eber completed the Audit for the library.

**EASTCONN Library Usage:** EASTCONN no longer will be using the library to tutor students.

**Library Outreach Committee:** The committee has not met yet.

**New Business:**

**Policy Re: Hourly Employees Reporting of Work Hours:** Wendy Harrington distributed copies of her Discussions with the library staff. Hourly employees are allowed to start their scheduled work time up to one hour before the library opens, unless directed otherwise by the Library Director. No hourly employee shall stay past closing time unless directed by the Library Director. Hourly employees will record their daily start and finish times on a monthly calendar. Hourly employees performing library maintenance duties must record such duties on the monthly calendar.

**Job Description Project:** Catherine is waiting on information from Tom Newman at the State Library concerning job descriptions being used by other Association run libraries.

**New Hire/Set Wage:** The new hire position (clerk) at the library will be paid $14.00/hourly for library work and website maintenance retroactive to November 1, 2018 and $12.89/hourly for cleaning duties. A motion was made by Joanne Lantry and seconded by Deneen Azzolino to pay said wages. So Voted

**Library Use By Outsiders/DCF Supervised Visitation:** Catherine will speak with the State Library to see if they have the same issues and what the library’s options are.

**Other:** The Town Garage will no longer be able to plow the library’s parking lot. Wendy will speak with Mortlake Fire Station to discuss plowing options for the parking lot.

A motion was made by Joanne Lantry and seconded by Deneen Azzolinto to adjourn. The meeting adjourned at 9:05 p.m.

 Respectfully Submitted,

 Laure M. Nelson