

**BROOKLYN TOWN LIBRARY ASSOCIATION
EXECUTIVE BOARD MEETING
HELD AT THE MAURY BOWEN OUTDOOR PAVILION
AT RIVERSIDE PARK
SEPTEMBER 17, 2020**

The meeting was called to order at 5:31 PM. Present and wearing masks and social distancing in accordance with COVID-19 pandemic regulations were: Wendy Harrington, Lisa Lindia, Renee Messier, Ken Dykstra, Beverly Spink, Diane Wimmer, Jane Sipila, Deneen Azzolino, Carolyn Otto, Joanne Lantry, Aimee Anderson, Cassandra Leach, Lorraine McLeish, and Catherine Tucker.

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

TREASURER'S REPORT: a Profit and Loss Statement for July, 2019 through June, 2020 was presented as well as a Transaction Detail by Account showing details of Office Supplies and Treasurer's Supplies Expenses as requested by board members at the last meeting. A discussion was held regarding the purchase of insurance coverage for the Executive Board in case the board was ever sued for any reason. Discussion was also held with regard to balancing our budget for 2020-2021 due to a cut of \$4,115.00 by the Board of Selectmen. That amount was decreased by \$2,000.00 by us not having to pay for a library room staff person at the town's summer recreation program, leaving a cut of \$2,115.00. Motion was made by Joanne Lantry and seconded by Beverly Spink to accept the treasurer's reports. So voted. Motion to secure insurance for the Executive Board of the library through Gerardi Insurance in the amount of \$500,000 was made by Renee Messier and seconded by Deneen Azzolino. So voted. Motion was made by Lorraine McLeish and seconded by Ken Dykstra to pay for the additional insurance expense and the \$2,115 budget shortfall from savings. So voted.

LIBRARIAN NEWS: Catherine Tucker spoke about Recorded Books being purchased by Overdrive and changes it would mean for products that we offer online. Overdrive can charge whatever they want and she has no idea what it will cost us or how to budget for it when it is time to prepare the next library budget. She spoke of our VERSO circulation system not working properly when searching for books in the system. Communication with them is by calling, getting a ticket number and then you receive an email response. She never gets to speak with a real person to solve the problem. We may need to leave Verso. When asked about how curbside pickup of materials by patrons is going, she said it was going well. Patrons were even applying for cards and renewing library cards this way. Our swap DVD's that change every 2 months cannot be accessed from our card catalog so they are not getting used. She will send a list of the DVD's to Amanda Harrington to be put on the library's website to encourage borrowing.

FRIENDS OF THE LIBRARY: Diane Wimmer had nothing to report.

OLD BUSINESS:

Maintenance Update: Paul Johnson of Johnson Electric in Pomfret replaced the emergency lighting and exit light upstairs on August 26th. He will come back to replace the outside flood light in the parking lot which burned out. He will install lower voltage lights. Wendy Harrington stated that our outdoor air conditioning unit is now of the age where replacement parts would probably no longer exist and any replacement of the unit would be costly if it broke down.

Staff Evaluations: This had been tabled from our last meeting. Wendy Harrington presented drafts of separate evaluation forms for Library Director and Librarian/Clerk. It was decided that an employee's first evaluation should be done on the anniversary of their date of hire. Subsequent evaluations should be done at the same time of year for all. With regard to an evaluation committee needed to evaluate the Library Director, Diane Wimmer suggested that at a chosen particular meeting each year we should designate who will be the Evaluation Committee for that particular year. A motion was made by Ken Dykstra and seconded by Carolyn Otto to approve the staff evaluation drafts with the following changes: Provide a place for the employee to sign and date it and to agree or disagree with their evaluation.

Donation to Library From Estate: The August 21st visit to the library by the Merrill Lynch Financial Advisor and niece of the deceased was cancelled due to travel restrictions imposed by the COVID-19 pandemic. Our wish list was sent to the financial advisor and in return the deceased's niece sent us a check for \$2,000 for 2 new Dell Laptop computers and wireless mice which have been purchased. A donation confirmation letter and thank you was sent. When COVID-19 is over, the niece and financial advisor will visit the library at which time the niece will decide about making a further donation.

Secretary Vacancy: the item was tabled and will be taken up by the Nominating Committee as part of its duties for the annual meeting.

Library Communication: Renee, Catherine and Wendy met on August 17th and many communications issues were ironed out.

NEW BUSINESS:

Library Re-Opening: Prior to the meeting, Wendy sent board members the site to look over the Reopen Connecticut regulations for Libraries to re-open. Catherine would first need to complete the self-certification on the website and receive a Reopen CT badge. Wendy gave out a list of what safety precautions had already been put in place for an eventual opening and other suggestions were discussed as well. It was decided that any reopening would be by appointment. We did have the choice to use a WIX app on our website for patrons to go online to schedule appointments and it was discussed what that would entail for staff. It was decided to instead use a standard appointment book type of set up with patrons phoning in to schedule their appointments. Wendy Harrington had already prepared forms for that purpose to cover book borrowing appointments as well as computer use appointments and handed them over to

Catherine on a clip board. One patron or one patron with family members would be allowed in at a time. With regard to cleaning and sanitizing to comply with regulations, staff would sanitize between appointments and at end of day. Staff will make up a checklist of areas to be cleaned each day. End of day sanitizing would require the library to close early by ½ hour for staff to do it during their regularly scheduled hours of work. The required 72-hour (three day) quarantining of returned books would also have to apply to books touched, but not borrowed, by patrons. The library has sufficient bins to mark and use for that purpose.

Nominating Committee and Annual Meeting: Carolyn Otto stated that the Federated Church in Brooklyn has offered the upstairs of their chapel building for use as our meeting place this year. Our annual meeting is November 2nd. There was discussion as to the number of people who would be attending. With 14 Executive Board members, and the COVID-19 requirements of no more than 25 people for an indoor gathering, that would mean only 11 association members could attend. Wendy stated that there are about 60-70 association members. The whole idea of changing the annual meeting date from the 3rd Monday of September to the 1st Monday of November was in hopes of more association members attending. Carolyn was going to check back with the church now that she knew the minimum number of possible attendees. Catherine suggested that association members call to RSVP and when the number reached 25 we would accept no more.

The Nominating Committee this year will be: Wendy Harrington, Chairman, Beverly Spink and Deneen Azzolino.

Motion to Adjourn: Motion was made by Joanne Lantry and seconded by Deneen Azzolino to adjourn. So Voted. Meeting adjourned at 7:18 PM.

Respectfully Submitted,

Wendy E. Harrington, Acting Secretary