

BROOKLYN TOWN LIBRARY ASSOCIATION
EXECUTIVE BOARD MEETING
SEPTEMBER 30, 2021

The meeting was called to order at 7:07 PM by President Wendy Harrington. Present were: Wendy Harrington, Lisa-Faria-Lindia, Renee Messier, Ken Dykstra, Beverly Spink, Diane Wimmer, Carolyn Otto, Joanne Lantry, Lorraine McLeish, Deneen Azzoliino, Joe Asermelly, and Elizabeth Swagger.

MINUTES OF LAST MEETING: Motion was made by Deneen Azzolino and seconded by Joanne Lantry to accept the minutes as were emailed to board members. So Voted.

TREASURER'S REPORT: Treasurer Renee Messier announced that she received the official loan forgiveness for our second PPP loan. We did not end up having to reimburse the Recreation Department for the reading room employee at the summer recreation program because COVID money received by the town did so. Ken Dykstra brought up once again the money we have leftover as a result of the PPP loans. A discussion ensued. Selectman Rick Ives was made aware, via written communication, of the additional funds the library has on hand as a result and where some of the additional town budget money on hand was spent so far. Motion was made by Carolyn Otto and seconded by Joanne Lantry to accept the Treasurer's report. So Voted.

LIBRARY DIRECTOR'S NEWS: Elizabeth Swagger said that McNaughton will not be a book supplier for us any longer. Our annual lease with them costs \$1,900 per year. She has returned many books and could purchase the 700 remaining leased books on hand for \$1,400. After contacts with McNaughton about ending our contract with them, they agreed to wipe out to zero the remaining leased books we have on hand. They gave a credit of 247 allowances which Elizabeth used to order additional books from them. She was invoiced for \$212 and our contract was ended. We will be more stringent and purposeful with book buying.

We are now part of Request It CT whereby for \$350 per year we can order books through the state catalog from any place in the state.

Weeding of the non-fiction section continues. We are collecting daily data on time of day patrons use the library and types of materials borrowed to support an eventual change of library hours and purchases of materials.

Elizabeth is researching the purchase of a security system with video surveillance. She discovered that there needs to be a policy before you have it to protect privacy of patrons and staff. It was discussed and members felt it could be purchased and put in place as long as there was signage displayed making its presence known. She told of a recent disgruntled patron situation and stated that perhaps another time such a confrontation by someone could turn violent and having security cameras in place would prove helpful.

Elizabeth mentioned the need for handicap improvements to be made because of a slight step up from our paved walk onto the cement slab at our entrance and about having a handicapped accessible bathroom. We should look at the town's capital improvements for Handicap Accessibility.

Elizabeth will be working on the State library report due November 15th. She has also had contact with a woman from EASTCONN Head Start and was able to purchase a book, that is now part of our collection, that was helpful to the family of a Brooklyn child. She represented the library at Kindergarten Camp at Brooklyn Elementary School and the Quiet Corner Reads meeting that met at Putnam's new library facility.

FRIENDS OF THE LIBRARY: Diane Wimmer sent out membership notices and is doing a No Bake Bake Sale. She will be coordinating with Elizabeth to have a Book Sale on either Saturday, October 23rd or October 30th in our parking lot. It will be a Fill A Bag/Make a Donation sale. Diane can borrow tables from the Danielson Elks. The event will be advertised in the Turnpike Buyer. Joanne Lantry will ask Trinity Episcopal Church if we could use their parking lot for parking for the event, as we must keep a roadway open in our parking lot for Mortlake Fire Department vehicle passage. Joe Asermelly, who works at Ellis Tech, offered possible service of kids who need to do community service to help with moving the books.

OLD BUSINESS:

Heating and Air Conditioning : The project was done over 2 days and completed on September 13th for the \$11,000 quoted. The bottom of our 50 year old furnace was completely rotted and gone. Air conditioning reaching even the upstairs has greatly improved.

NEW BUSINESS:

Electrical Repairs: There was an unexpected electrical repair in the bathroom when the pull chain light and a wall switch outside the bathroom did not work. Labossiere Electric made the repair and now the light bulb has a fixture covering it and the light operates with a switch on the wall. Labossiere Electric returned to replace a breaker that the new furnace and air conditioning runs on. Total cost of repairs \$890.

Library Director's Probation Period: Elizabeth Swagger's 90 working day probation period ended on September 28th. The Staff Evaluation Committee of Wendy Harrington, Lisa Faria-Lindia, Jane Sipila and Joe Asermelly met via email communications. Elizabeth received "outstanding" in each category of the evaluation form that applied during her probationary period. Committee member Jane Sipila was not present to sign the evaluation form, but will be contacted to do so. Motion made by Beverly Spink and seconded by Diane Wimmer to accept the recommendation of the Staff Evaluation Committee for Elizabeth Swagger's continued employment as our Library Director. So voted.

Revise Policy on Paid Time Off for Hourly Employees: President Harrington passed out our current policy with proposed revisions and rationale for each revision. Library Director Elizabeth Swagger had looked over our policies and had suggested that changes be made. She and Wendy met to review them. After much discussion, and further changes by the board, it was decided that Wendy Harrington would type the policy in final form and email it to board members for an online approval vote.

Nominating Committee: The following board members were recognized for their long-time membership on the board: Carolyn Otto 38 years; Cassandra Leach 33 years; Beverly Spink 29 years; Wendy Harrington 30 years, with being Vice President for 20 years and President for 10 years. It was noted that board member Lorraine McLeish will step down due to her job demands, but she would like to return to the board at a later date. The Nominating Committee will be Wendy Harrington, Beverly Spink and Deneen Azzolino. Motion was made by Joanne Lantry and seconded by Joe Asermelly to approve the 2021-22 Nominating Committee. So voted.

Annual Meeting: It will be held on the first Monday of November which is November 1st this year. Carolyn Otto said that it has been approved for us to once again use the Chapel Building at The Federated Church for the meeting. Joanne Lantry and Diane Wimmer announced they will be unable to attend because of other commitments; they will be given excused absences for that evening.

Employee Handbook Amending: President Harrington handed out a sheet of proposed amendments to our Employee Handbook. Changes and additions had been suggested by our Library Director from her experience with Canterbury Library's Employee Contract. After discussion and some further changes, it was decided that Wendy Harrington would type the amendments page in final form and email it to board members for an online approval and vote.

Building Issue: Cassandra Leach recently uncovered an issue when weeding books on a bottom shelf along the east wall of the library in the Children's Room. Wendy Harrington showed a picture of the damage. A large hole where the wall meets the floor where plaster was gone and wood damage could be seen. Our pest control person came to investigate. There is beetle damage, but it is not an active site. A moisture issue with the wood rated 20% when it should only be 8%. One contractor has come to see the damage and a quote for a minimal repair will be forthcoming. Carolyn Otto offered the name of Scituate Builders in Killingly and will get further contact information to Wendy Harrington. Others will be sought out. Discussion took place about just applying a patch of some sort ourselves without contractor involvement.

Other: Beverly Spink asked about when we would begin having book discussions again. The former leader of our book discussions no longer does them, but Beverly suggested that Elizabeth contact the person who does them for Putnam Library.

MOTION TO ADJOURN: Motion was made by Joe Asermelly and seconded by Lisa Faria-Lindia to adjourn the meeting. So Voted. Meeting adjourned at 9:07 PM.

Respectfully Submitted,

Wendy E. Harrington, Acting Secretary