

**BROOKLYN TOWN LIBRARY ASSOCIATION  
EXECUTIVE BOARD MEETING  
JUNE 30, 2022**

The meeting was called to order at 6:16 PM by President Wendy Harrington. Present were: Wendy Harrington, Lisa Lindia, Renee Messier, Diane Wimmer, Deneen Azzolino, Joe Asermelly, and Elizabeth Swagger. Absent were: Ken Dykstra, Jane Sipila, Charlene Hill, Amy Landis, Carolyn Otto, Joanne Lantry, and Cassandra Leach. A quorum of 6 was present.

**Minutes of Last Meeting:** Error on date of meeting corrected from March 14 to June 9, 2022. Motion was made by Deneen Azzolino and seconded by Joe Asermelly to approve the corrected minutes as emailed. So Voted.

**Treasurer's Report:** This being the second board meeting in three weeks' time, no treasurer's report was given. The town budget passed, approving our requested increase of \$7,621. We will receive \$153,678 from the town. Diane Wimmer questioned us having money leftover in the fiscal year ending today, June 30<sup>th</sup> to be returned to the town. It was explained that we do not have a contract with the town to do so and that when we returned excess money to the town, created by the PPP loans, financial office personnel questioned why we were doing so without a contract requiring it. Diane feels that since we got such a large increase from the town for the upcoming fiscal year, that the town may want us to start returning funds come next June.

**Library Director's Report:** Elizabeth Swagger commented that 66 children have signed up for this year's summer reading program. The first story time went well on June 24<sup>th</sup> with 9 children and 4 adults in attendance. Children from nearby Village Green Pre-School and Daycare have been coming over on Fridays with Carolyn Otto to borrow books to take back to Village Green. Diane Wimmer offered to volunteer to occasionally come read to them. Elizabeth had a request from the town's financial office regarding a reimbursement that was supposed to come from the Recreation Department for summer reading materials we ordered for them. Head of Recreation, Bucky Lohbusch, recently resigned and the financial office needed clarification that we were owed the money in question.

**Friends of the Library:** Diane Wimmer reported that the group would meet again in August. The end of next year she and Lisa Lindia would be done with the group and if no one took over, it may then dissolve and turn its remaining funds over to the library. When questioned as to The Friends reimbursing us for the new book drop box, Diane said the group will be giving us \$2,500 toward the cost.

**OLD BUSINESS:**

**Story Time Contractor:** Tristan Mioduszewski has been contracted to do Story Times for June 24, July 8, and July 22<sup>nd</sup> at \$100 per story time. Diane asked if she was paying for her own craft supplies from that amount; she is not. The library supplies the craft materials.

**Electrical Repairs:** A handout was given showing the work to be done that bids were being sought for and the 3 contractors who submitted bids for the job. Bids were received as follows: Andersen Electric of Dayville, CT \$5,900 LaFleche & Sons Electric of Woodstock Valley, CT \$6,346 and LaBossiere Electric of Canterbury, CT \$8,885, a July 2021 bid that Mr. LaBossiere was asked to update, and he did not. His bid did not include the additional work of installing several new electrical outlets. It was explained that we hoped to receive ARPA money from the Town of Brooklyn to do this project. We did apply for the funds, but decisions by the town on applications received will be after June 30, 2022. Motion was made by Renee Messier and seconded by Lisa Lindia to award the bid for electrical work to Andersen Electric, pending the availability of funds to do the work. So Voted.

**Handicapped Accessibility at Front Entrance:** At our June 9<sup>th</sup> meeting, when it was said that we needed to first have plans drawn by an architect for the project, Ken Dykstra had asked if the town had an engineer service on retainer. Wendy Harrington found that in the town budget, the town pays an annual fee for a contractual engineer through NECCOG (Northeast Connecticut Council of Governments.) It was suggested that we contact NECCOG and also town planner Jana Roberson about Village Center District requirements.

**Vacation Time Compromise Offer:** Cassandra Leach did accept the board's compromise of 15 additional hours of vacation time has used it by June 30<sup>th</sup>.

#### **NEW BUSINESS:**

**Proposed Agreement With Trinity Episcopal Church:** A handout was presented regarding a grassy area just beyond the parking lot that would be a nice area on which to hold outdoor story time activities. It is believed the church is the owner of the property and church member Alice Ennis was contacted by Joanne Lantry. To date there has been no response. The proposed policy also covered having permission to use the church's lower parking lot when that outdoor area would be used for story time parking and during future library book sales. Elizabeth Swagger would notify the church in advance of dates and times we would need to use said areas. Board members reviewed the proposed agreement. Should we need to enter into this agreement, a motion was made by Diane Wimmer and seconded by Deneen Azzolino to approve the proposed policy as presented and authorize President Wendy Harrington to sign the agreement on behalf of the BTLA and authorize Elizabeth Swagger to sign and deliver notices of events as required therein. So Voted.

**Proposed Volunteer Policy and Application:** Elizabeth has had recent requests from teens and adults to volunteer in the library. A handout with the policy and application form, adapted from that of another library, was read over and discussed. Discussion led to making a change to have no younger than high school age volunteers and no adults at this time. Teens often have to complete community service as a high school graduation requirement. The schools could be contacted to check on teens who had applied. There was discussion about background checks if adults applied. The local school superintendent has ways to quickly check on the background of adult volunteers. Then it was decided to not have adult volunteers for

now, except for board member Jane Sipila who puts in volunteer time. The end result was to table the volunteer policy until the next meeting.

**Other: Holiday Policy Revision:** The addition of Juneteenth (June 19<sup>th</sup>) and changing of Columbus Day to Indigenous People's Day needed to be made. Also adding that The Library Director shall submit to the Executive Board and library staff each calendar year a list of holidays, their dates of observance, and closures relating to same. Said list to be approved by vote of the Executive Board in advance. A list of the dates for holidays remaining in 2022 and all of 2023 and other holiday related closings was handed out for the board to read. It was noted that the day and date for Veteran's Day in 2023 needed to be corrected. There was a lengthy discussion on holidays listed when Diane questioned 5 unpaid Saturdays for hourly employees preceding a holiday on the said list (because of loss of pay to the employees who work on Saturday), the title of the holiday closing list, and it being a list instead of regular visual calendar format like the school does. Motion was finally made by Lisa Lindia and seconded by Renee Messier to approve revisions to the holidays listed on the Policy on Paid Time Off for Hourly Employees; to change the heading on the list of holiday closings from 2022/2023 Holiday Closing Schedule to 2022/2023 Saturday and Holiday Closings; to correct Veteran's Day date in 2023 to Saturday, November 11<sup>th</sup>. So Voted

**Motion to Adjourn:** Motion made by Lisa Lindia and seconded by Renee Messier to adjourn. So Voted. Meeting Adjourned at 7:44 PM.

Respectfully Submitted,

Wendy E. Harrington, Secretary