

**BROOKLYN TOWN LIBRARY ASSOCIATION
EXECUTIVE BOARD MEETING
APRIL 14, 2025**

The meeting was called to order at 6:41 PM by President Wendy Harrington, Present were: Wendy Harrington, Deneen Azzolino, Renee Messier (left after Treasurer's Report), Jane Sipila, Carolyn Otto, Martha Ennis, Ken Dykstra, and Lisa Burbank. Absent: Charlene Hill. Excused absences: Amy Clark, Kerri Osborne, Desiree Burlingame, Beverly Spink, and Diane Wimmer.

Minutes of Last Meeting: Motion was made by Martha Ennis and seconded by Jane Sipila to accept the minutes as emailed to board members. So Voted.

Treasurer's Report: Renee Messier distributed a Profit & Loss Statement for January 28, 2025 through April 14, 2025 with corrections attached. It showed total income of \$39,376.25, total expenses of \$33,384.38 for net ordinary income of \$5,991.87 plus interest of \$125.27 for a total net income of \$6,117.14. Motion made by Deneen Azzolino and seconded by Carolyn Otto to accept the amended Treasurer's Report as presented. So Voted.

Renee stated that we will be switching this month to the services of ADP for payroll and quarterly reporting, etc. associated with payroll in an effort to save money. Employee checks will become direct deposits. Quick Books will be retained for non-payroll-related bookkeeping.

The Finance Committee's fifth member will be Samantha Stiles.

Library Director's Report: Lisa reported that Beverly Spink recommended a clock repair person who had come to look at the antique clock on our wall. He felt the chain mechanism that runs the clock is broken and they are no longer manufactured. He estimated repairs would cost at least \$1,000 or more. Whether or not the clock can be repaired, it should be kept and moved to a new library. Samantha suggested a clock repairman she recently had and will get the contact info to Lisa.

Summer Reading will begin on June 16th. Nutmeg books and prizes have arrived with books catalogued. Scratch tickets are in the works and the grand prize will be a discounted 4-pack of tickets to the Brooklyn Fair.

Library rearranging to accommodate the increasing number of adults and children who attend Story Time and moving the circulation area are planned. It was decided to close the library to the public on May 10th to allow staff to do the rearranging needed.

Motion made by Jane Sipila and seconded by Deneen Azzolino to accept the Library Director's Report. So Voted.

Friends of the Library: Samantha Stiles spoke. Pequot Museum passes have arrived. Suggested were passes to Old Sturbridge Village, Roger Williams Park, The Ecotarium, and Southwick's Zoo. Library patrons will be asked for suggestions they would like to be available. Passes are barcoded to keep track of their borrowing.

The Friends will be send out a flyer well in advance regarding the Ice Cream Truck celebration at the end of Summer Reading. It was suggested to have the ice cream event at Prince Hill Park instead of using the Trinity Church parking lot. Recreation Department will be contacted for its use.

Deneen asked if recent local authors that had been suggested had been contacted. The Friends had contacted one last fall, but the timing was too close to the holidays to work out. Lisa will follow up on contacting those authors.

OLD BUSINESS:

New Library Facility Committee Update: Wendy reported that the committee continues to meet monthly. They have narrowed down the list of architects who submitted RFQ's. Visits have been made to other libraries to view said architects' projects. The Committee is currently working on the library's strategic plan.

Volunteer Policy: Draft was finalized and board members received final draft as an attachment to the email notice for this meeting. Motion was made by Jane Sipila and seconded by Samantha Stiles to accept the policy to become effective immediately. So Voted. Lisa was instructed to place a copy of said policy and its application form in the library's policy notebook. Ken asked what services volunteers will provide and Lisa replied they would help with such things as summer reading activities, crafts, and shelving of books with a probable 2 hour work shift.

2025-2026 Fiscal Year Budget: Wendy attended the Board of Selectmen's Meeting and Budget Workshop on February 13th. They only look at our bottom line request and add to it their cost of insurance for our building and the cost of health insurance for our director. Our increase of \$19,696 was not questioned and we have passed the first hurdle in the budget process. She and Renee answered some questions today from the finance board chairman.

Librarian/Clerks Makeup of Work Time – Employee Handbook Amendment: The issue of these hourly employees not always being able to make up lost time in the same week as their absence has prompted the need for an amendment to the Employee Handbook. The proposed amendment reads as follows:

Page 2 ATTENDANCE Add second paragraph:

Hourly employees shall be allowed to make up lost time due to absence any time during the week of the absence or no later than the week that follows said absence.

Motion made by Samantha Stiles and seconded by Deneen Azzolino to approve said amendment to the Employee's Handbook. So Voted. Martha Ennis, librarian/clerk employee, abstained from voting.

Library Wall/Chimney Repairs: We have an estimate dated January 25th from Scituate Builders, Inc. for \$1,200 chimney repair and \$2,900 for wall repair which totals \$4,100. On January 28th Johnny Ayala of Done Once Done Right Home Improvement came to see the job. He felt there was no chimney issue. He never submitted an estimate and attempts to contact him have gone unanswered. Whether or not there is a chimney issue needs to be established. Samantha will give Lisa the name of another possible contractor.

NEW BUSINESS:

Equipment Replacement: Recently our treasurer's computer was found unable to accept installation of Windows 11. Our spare patron laptop was put into service for her which was hooked up to her monitor with added keyboard and mouse. The treasurer's printer needs updating as well, hopefully to a laser printer since it prints checks. Martha's computer at the

circulation desk is also incapable of uploading Windows 11. Ken asked if the aging large printer/fax machine we currently have should be replaced as well. We do have another, newer laser printer that is fax capable. It was felt we could make it to July 1st (next fiscal year) before considering its replacement. There is \$4,000 in the current budget, yet untouched, for equipment replacement. Motion was made by Ken Dykstra and seconded by Deneen Azzolino to authorize the purchase of a new computer and laser printer for the treasurer's office and a new computer for the circulation desk to be compatible with Windows 11 at a cost not to exceed \$3,000. So Voted. Martha Ennis, librarian/clerk employee, abstained from voting.

Motion to Adjourn: Motion made by Samantha Stiles and seconded by Deneen Azzolino to adjourn the meeting. So Voted. Meeting adjourned at 7:30 PM.

Respectfully Submitted,

Wendy E. Harrington, Secretary