

**BROOKLYN TOWN LIBRARY ASSOCIATION  
EXECUTIVE BOARD MEETING  
JANUARY 27, 2025**

The meeting was called to order at 6:37 PM by President Wendy Harrington. Present were: Wendy Harrington, Deneen Azzolino, Diane Wimmer, Jane Sipila, Carolyn Otto, Kerri Osborne, Desiree Burlingame, Martha Ennis, Amy Clark, and Lisa Burbank. Absent: Ken Dykstra. Excused absence: Renee Messier, Charlene Hill, and Samantha Stiles.

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

**Treasurer's Report:** In the absence of Renee Messier, Wendy distributed Renee's Profit & Loss Statement for July 1, 2024 through January 27, 2025. It showed total income of \$121,696.68, total expenses of \$70,519.77 and interest income of \$443.10 for a net income of \$51,620.01. Kerri asked if we were underspending and should we be spending down extra money on hand. She suggested putting funds in high yield money market accounts rather than CDs to make the money more available. Motion made by Deneen Azzolino and seconded by Carolyn Otto to accept treasurer's report as given. So Voted

**Possible Finance Committee:** A question was raised at the annual association meeting in November about CD renewals and whether there should be a Finance Committee formed to decide on said renewals in case funds were needed for large purchases, such as our annual Hoopla renewal. Wendy stated that currently, one CD had been renewed today. The remainder mature on March 16, April 6, April 9, and May 4 of this year. Following discussion, it was suggested that we convert the present Budget Committee (President, Vice President, Treasurer and Library Director) into a Finance Committee by adding one additional person. The committee could meet quarterly or do email voting with regard to upcoming CD renewals. Motion was made by Diane Wimmer and seconded by Martha Ennis to create a Finance Committee of the current Budget Committee members plus 1 additional person. Wendy will email board members to solicit a volunteer for the additional position.

**Library Director's Report:** Lisa thanked the Friends of the Library for holiday gifts given to staff members.

She reported that Devi Patel, the daughter of Brooklyn Market owners, hosted a Kickball tournament as part of her Civic's class and raised \$3,280 which she donated to the library. The money has been deposited in our savings account.

Lisa presented a previously-tabled Volunteer Policy from a few years ago. People have inquired and she would like volunteers especially during the summer reading program time. The policy was reviewed and discussed. Suggested changes were requiring volunteers to wear ID badges, vetting them through the Sex Offender Registry which is free, and asking for 2 references. Lisa will update the policy and its application with said changes.

This year's summer reading slogan is "Level Up at Your Library", recognizing today's library as a community gathering place. Many prizes are STEM-oriented. There will be activities for kids, teenagers and adults. Participants will earn scratch tickets for completing certain activities. We are hoping to secure a family 4-pack of tickets to the Brooklyn Fair as our grand prize.

Four heavy wooden chairs acquired for free from another library a few years ago are taking up space we do not have and they are a safety issue. Lisa asked if we could be rid of them and the board agreed. They will be offered for sale with removal by buyer.

Lisa outlined plans to revitalize our nonfiction section. Space has been freed up with the Rec Department taking permanent possession of the 25-30 totes of books for their summer reading room. She would like to use the center room upstairs (currently storage room) to become the Adult Nonfiction area. Adult fiction would move to present nonfiction area. Juvenile and Young Adult books would come upstairs to this room. Our current upstairs meeting room table and chairs would go downstairs in the current Juvenile and Young Adult section for permanent space to host programs and meetings.

Games have been donated to the library that will soon have barcodes to be loaned out.

She spoke of revamping the circulation area with a couple of inexpensive desks and wanting some inexpensive cabinets in which to house office and cleaning supplies from being on cluttered display to patrons.

We will look into getting estimates for possible repair to the antique clock on the wall in the Children's room.

Motion made by Desiree Burlingame and seconded by Deneen Azzolino to accept the Library Director's Report. So voted

**Friends of the Library:** Kerri stated that the November 9<sup>th</sup> Book and Bake Sale netted between \$300 and \$400. The church charged \$150 for the space, so she is looking for other potential spaces and quotes to use them. They hope to have a Spring Tea combined with recruitment of memberships. They will support summer reading again with the ice cream social at the end. Sweet Peas expressed an interest in donating next time. Of people contacted who had said on the survey that they would like to join The Friends, there have been no replies. They will continue to provide museum passes and are wondering what would be the most popular we could offer.

#### **OLD BUSINESS:**

**New Library Facility Committee Update:** The committee continues to meet monthly. Wendy, Ken, and Jeff Otto attended the January 9<sup>th</sup> Board of Selectmen's Meeting as the library was on the agenda. The site we are looking at is behind the Historical Society Building and Post Office. That became public knowledge on the WINY Radio Facebook page over the weekend and on-air broadcasting today where Austin Tanner was interviewed. No other details could be discussed at this time.

Residents who expressed an interest through our survey to become members of an eventual Citizens' Planning Committee were recently contacted via what contact information they had given. So far only 8 replies out of 33 people.

#### **NEW BUSINESS:**

**2025-2026 Fiscal Year Budget:** The proposed budget was delivered to Austin Tanner on January 22<sup>nd</sup>. Our budget is on the agenda for the February 13<sup>th</sup> Selectmen's Budget Workshop.

The biggest increase is for salaries. Our Librarian/Clerks would work 25 hours per week instead of 21 with hourly wage increasing from \$17.00 to \$18.00. Director's 2% salary increase of \$945 and \$105 increase for Treasurer, with increased payroll taxes for all, makes salary

increase of \$11,709. Increases for electricity, heating fuel, phone, internet, sewer and water would total \$3,240. Building maintenance increase of \$2,500 pending estimates for wall repairs and possible chimney repair causing wall damage. Total other line item increases \$2,650. Decrease of \$403 in insurance and Audio CDs brings bottom line increase of \$19,696. Board members seemed to feel the increase was reasonable even though it was the largest we had ever requested.

**2024 Long Range Plan:** Board members had received the plan to read over via email attachment in advance of the meeting. It was a revision of the former 2005 plan. After minimal discussion, motion was made by Martha Ennis and seconded by Amy Clark to approve the 2024 Long Range Plan for the Brooklyn Town Library Association. So voted.

**Other New Business:** New board member and library employee Martha Ennis asked about missing work for illness and the usual practice of being allowed to make up the time during the same week. She was recently unable to make up lost time during the required time frame. With pay period being monthly, could it be revised that you be allowed to make up the time over the course of the pay period? Martha also stated that she and co-worker Lisa Kallio would like to become administrators on the library's Facebook Page to be able to post library events, etc. directly when it is things they want to post on behalf of the library. They presently have to email posts to the Library Director for her to place on the site. This will get checked into.

Amy Clark asked about library policies which was able to be answered by Lisa stating that we to have a Collection Development Policy accessible on our website.

**MOTION TO ADJOURN:** Motion made by Jane Sipila and seconded by Carolyn Otto to adjourn the meeting. So Voted Meeting adjourned at 8:08 PM.

Respectfully Submitted,

Wendy E. Harrington, President

**Other:**

**MOTION TO ADJOURN:** Motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
So Voted. Meeting adjourned at \_\_\_\_\_ PM

Respectfully Submitted,

Wendy E. Harrington, Secretary