**Brooklyn Town Library Association**

**Executive Board Meeting**

**September 26, 2019**

The meeting was called to order by President, Wendy Harrington, at 7:12 p.m.

Present were: Wendy Harrington, Laure Nelson, Renee Messier, Michelle Shannon, Ken Dykstra, Beverly Spink, Carolyn Otto, Deneen Azzolino, Cassandra Leach, Joanne Lantry, Jane Sipila and Catherine Tucker

**MINUTES OF LAST MEETING**: A motion was made by Deneen Azzolino and seconded by Joanne Lantry to accept Secretary’s Report via email. So voted.

**TREASURER’S REPORT**: A motion by Jane Sipila and seconded by Deneen Azzolino to dispense with Treasurer’s Report. So voted.

**LIBRARY DIRECTOR’S NEWS**: Librarian Director, Catherine Tucker is going to purchase a new laptop for Treasurer, Renee Messier. The battery in the old laptop will not hold a charge. Ken Dykstra may be able to provide a battery for said laptop. In the meantime Catherine will have Justin wipe clean the old laptop. A new desktop computer will be ordered for the Patron Desk.

**OLD BUSINESS**:

**TREASURER’S BOND INCREASE:** Cassandra Leach provided estimates for increasing the Treasurer’s Bond from $25,000. A $50,000 bond will cost $250.00 and a $100,000 bond will cost $500.00, A motion was made by Beverly Spink and seconded by Joanne Lantry to increase the Treasurer’s bond to $50,000, at a cost of $250. So voted.

**LIBRARY DIRECTOR VACATION TIME**: Effective October 1, 2019 and each year thereafter, the Library Director shall receive paid vacations according to the following schedule:

After one (1) completed year of continuous service: 5 days

After two (2) completed years of continuous service: 10 days

After five (5) completed years of continuous service: 15 days

After ten (10) completed years of continuous service: 20 days

After fifteen (15) completed years of continuous service: 25 days

Up to 5 days of vacation time may be carried over from anniversary date to anniversary date.

Upon separation from employment, except in instances of separation based on just cause, there shall be a payout of 25% of unused accumulated vacation time.

A motion was made by Deneen Azzolino and seconded by Jane Sipila to accept the Librarian Director’s Vacation Policy. So voted.

**VOTE TO ADOPT EMPLOYEE JOB DESCRIPTIONS:** After much discussion, the job descriptions for the Brooklyn Town Library will undergo more revisions. There will be a separate employee disciplinary action policy. A motion was made by Jane Sipila and seconded by Deneen Azzolino to table the adoption of said job descriptions until revisions have been completed. So voted.

**LIBRARY OUTREACH COMMITTEE:** The Outreach Committee was established in July, 2018. The members at that time included: Diane Wimmer, Valerie Downs, Joanne Lantry, Lisa Faria-Lindia and Cassandra Leach. The revised member list is as follows: Catherine Tucker, Ken Dykstra, Deneen Azzolino, Joanne Lantry, Diane Wimmer, Lisa Faria-Lindia & Cassandra Leach. Valerie Downs is no longer a board member.

**NEW BUSINESS:**

A motion was made by Joanne Lantry and seconded by Ken Dykstra to form a Subcommittee for the planning of a new library facility. The following members of the subcommittee are: Catherine Tucker, Wendy Harrington, Ken Dykstra, Deneen Azzolino and Michelle Shannon. The Subcommittee will meet on October 22, 2019 at 6:30 p.m. So voted.

A motion was made by Jane Sipila and seconded by Carolyn Otto to adjourn. The meeting adjourned at 8:51 p.m.

Respectfully Submitted

Laure M Nelson

Secretary