



**Board of Library Trustees
Brookline Public Library
Wednesday, January 15, 2024, 6PM
Regular Meeting – Minutes
Open to the Public**

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In attendance: Brady Halligan (Chair), Cindy LaCroix (Treasurer), Carol Schreck, Casey Hoenstine (alternate)
Absent: Rebecca Purdin
Also in attendance: Diane Lynch (Library Director), Stephanie Scales (ILL, Circulation)

The meeting was called to order at 6:07PM.

Regular Reports:

1. Board Organization

Carol Schreck moved to appoint Casey Hoenstine as a voting member. Seconded by Cindy LaCroix.

Vote: 4-0-0; motion approved.

Carol Schreck moved to accept with regret Kathy Leavitt’s written resignation from the Board of Trustees. Seconded by Cindy LaCroix.

Vote: 4-0-0; motion approved.

Brady Halligan moved to issue a proclamation to thank Kathy Leavitt for her years of service to the Board of Trustees. Seconded by Cindy LaCroix.

Vote: 4-0-0; motion approved.

Brady Halligan moved to nominate Carol Schreck as Secretary for the Board of Trustees. Seconded by Cindy LaCroix.

Vote: 4-0-0; motion approved.

2. Approve Meeting Minutes

Brady Halligan moved to approve the Non-Public meeting minutes of May 8, 2024; September 25, 2024; October 15, 2024; and December 21, 2024 (1-3). Seconded by Carol Schreck.

Vote: 4-0-0; motion approved.

Cindy LaCroix moved to approve the Public meeting minutes of October 15, 2024. Seconded by Brady Halligan.

Vote: 3-0-1; motion approved.

Brady Halligan moved to approve the Public meeting minutes of December 11, 2024, as amended. Seconded by Carol Schreck.

Vote: 4-0-0; motion approved.



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43 ⇒ **Action: follow-up with the amendments and to include Action items in the minutes.**

44

45 **Brady Halligan moved to approve the Public meeting minutes of December 21, 2024.**
46 **Seconded by Carol Schreck.**

47 **Vote: 3-0-0; motion approved.**

48

49 **Brady Halligan moved to approve the Public meeting minutes of January 13, 2025.**
50 **Seconded by Carol Schreck.**

51 **Vote: 3-0-1; motion approved.**

52

53 **3. Library Status Update/Director’s Report**

- 54 • Staffing

55

56 Director Lynch reviewed the Director’s Report. Staff is still getting used to the new security
57 system. It is unclear where the carpeting project is on the schedule. Panic alarms were removed
58 by OneSource Security before Christmas and there seems to be trouble with the alarm panel
59 itself. The panic alarms were still not working as of January 9th. The Town is working to get a
60 cost estimate for replacing the panel. The fire extinguishers were serviced on January 9th. The
61 elevator inspection is scheduled for this month. The annex issues remain unresolved. The
62 Children’s Librarian has started and been working on programming. Staff continues to await
63 news on the new payroll system. There are many upcoming cost-effective programs planned.

64

65 ⇒ **Action: Director Lynch will follow-up on carpeting project.**

66 ⇒ **Action: follow-up with an elevator certificate.**

67

68 **4. Treasurer’s Report**

- 69 • Report of all Funds held by BPL Trustees

70

71 It was discussed that the 2024 budget has been closed out. The proposed 2025 budget has not yet
72 been approved.

73

- 74 • Acceptance of Donations through (12/31/24)

75

76 **Brady Halligan moved to approve a donation of \$686.98 in donations and**
77 **unanticipated revenue. Seconded by Casey Hoenstine.**

78 **Vote: 4-0-0; motion approved.**

79

80 **Public Input**

81 **1. Review mail/email**

82

83 None at this time.

84



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85 **Ongoing Business**

86 **1. 2025 Budget, Warrants, and CIP Update**

- 87
 - General Gov't Buildings Maintenance – Need proposals to support additional funds

88
89 Director Lynch stated that the Selectboard and Finance Committee seemed amenable to the
90 Library's proposed budget.

91
92 ⇒ **Action: Follow-up on the window quotes.**

93
94 **2. 2025 Operating Calendar**

95
96 The Board reviewed the proposed 2025 Operating Calendar. There was discussion regarding the
97 proposed holiday and closure dates.

98
99 **Brady Halligan moved to accept the 2025 calendar for February through December,**
100 **as proposed. Seconded by Cindy LaCroix.**

101 **Vote: 4-0-0; motion approved.**

102
103 **3. Timekeeping**

104
105 There was discussion regarding timekeeping versus payroll. Two timekeeping systems were
106 discussed. The suggestion was made to move to an electronic system such as Paychex Flex or
107 QuickBooks. Ms. LaCroix suggested using PayChex Flex for approximately three months as a
108 trial.

109
110 **Cindy LaCroix moved to engage PayChex Flex on a trial basis for up to \$450 for**
111 **timekeeping services for the Library. Seconded by Carol Schreck.**

112 **Vote: 4-0-0; motion approved.**

113
114 ⇒ **Action: Cindy to follow-up with PayChex Flex.**

115
116 **4. Library IT Systems**

117
118 It was noted that the fax seems currently not to be working. There needs to be additional training
119 from Eagle.

120
121 ⇒ **Action: Cindy to reach out to Eagle to setup training onsite.**

122
123 **5. Website Update**

124
125 A site plan for the website has been created. The existing website contract needs to be extended.

126



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127 ⇒ **Action: Diane to follow-up regarding extending the existing website contract.**

128

129 6. Memorandum of Understanding (MOU) with Town

130

131 This item will be tabled until the Spring.

132

133 ⇒ **Action: MOU to be tabled until the Spring.**

134

135 7. Minutes Recording

136

137 The Board noted that the minutes recording is being considered on a trial basis.

138

139 8. Trustee Bylaws

140

141 This item will be tabled until the Spring.

142

143 ⇒ **Action: MOU to be tabled until the Spring.**

144

145 9. Library of Things

146

147 There was discussion regarding amending this to “Library of Items.” Director Lynch reviewed
148 the Lending Agreement with the Board. The Board made amendments and corrections to the
149 document.

150

151 ⇒ **Action: Diane to follow-up with Townsend regarding process for Library of Things.**

152

153 *Brady Halligan closed the public comment period at 7:47pm.*

154

155 10. Annual Report

156 a. Town – due January 24, 2025

157 b. State Library

158 c. Trustees to report Volunteer Hours to Diane for recording

159

160 The Board reviewed the draft items to be included in the Annual Report.

161

162 **Cindy LaCroix moved to approve the Annual Report, as amended. Seconded by**
163 **Carol Schreck.**

164 **Vote: 4-0-0; motion approved.**

165

166 11. 10-yr Master Plan

167



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168 Ms. Schreck stated that this was drafted at the request of the Chair in anticipation of the
169 upcoming Warrant Article and potential discussion at Town Meeting. This is considered an
170 Executive Summary. She asked the Board to review it for direction. The audience for this
171 document is residents at Town Meeting and through the website. The Board reviewed and
172 amended the document.

173
174 **Brady Halligan moved to accept this document as amended and post it on the**
175 **website as the Trustee’s Working Vision.**

176
177 **Brady Halligan withdrew his previous motion.**

178
179 The Board agreed to continue to review the draft document. Mr. Halligan stated that he would
180 like to see the document posted on the website by February. He agreed to put together a draft
181 presentation for Town Meeting.

182
183 ⇒ **Action: Schreck will make amendments and share with Trustees for input after**
184 **which Chair Halligan will create a presentation for the Town Meeting to be**
185 **presented for input/final approval to the Trustees at the February Trustee meeting.**

186
187 **Policy Review**

- 188 1. Employee Handbook
189 • No new business
190
191 2. Library Policies
192 a. Confirm Policy Manual was updated from last meeting

193
194 It was confirmed that this was updated at the last meeting.

195
196 ⇒ **Action: Diane to post the amended Policy Manual.**

197
198 **New Business**

- 199 1. 2024 PTO Rollover

200
201 Director Lynch noted that some Staff members wish to rollover their 2024 PTO.

202
203 **Cindy LaCroix moved to approve the rollover of unused 2024 accrued vacation**
204 **hours in the amounts of:**

205
206 **Diane Lynch 20.23 hours**
207 **Marilyn Simons 5.33 hours**
208 **Stephanie Scales 16.20 hours**
209 **Laura Allen 4.62 hours**



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Seconded by Carol Schreck.
Vote: 4-0-0; motion approved.

2. 2025 PT Staff PTO Accrual Basis and Tracking

The Board discussed the part-time Staff PTO accrual basis and tracking. It was agreed that these would be tracked electronically. A hard copy of Change of Status letters will be placed in the Staff member’s file. A January 1st letter is needed in order to start paying the PTO.

⇒ **Action: Lynch to add hard copy of Change of Status letters in staff members' file.**

- Director “90” day check-in; goal setting

The Board discussed the process for this item. Ms. Schreck and Mr. Halligan agreed to work on the goal setting for this item. The Board agreed that there could be a check-in with each Staff member.

⇒ **Action: Halligan and Schreck to draft goals for Director.**

⇒ **Action: Hoenstine to draft Director Evaluation form**

3. Any Other New Business

None at this time.

Non-Public Meeting Session

- Under RSA Section 91-A:3, II (a) hiring and/or (b) dismissal, promotion, or compensation or (c) reputation.

Brady Halligan moved to enter Non-Public Session per Section 91-A:3, II (a) and/or (b) at 8:43PM. Seconded by Cindy LaCroix.

Roll Call Vote: Halligan – aye; LaCroix – aye; Hoenstine -aye; and Schreck – aye; 4-0-0; motion approved.

Report of Non-public meeting session

Confirm Date of Next Meeting

- February 12, 2025

Respectfully submitted,
Kristan Patenaude



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253 **ACTION ITEMS:**

- 254 ⇒ Action: follow-up with the amendments and to include Action items in the minutes.
- 255 ⇒ Action: Director Lynch will follow-up on carpeting project.
- 256 ⇒ Action: follow-up with an elevator certificate.
- 257 ⇒ Action: Follow-up on the window quotes.
- 258 ⇒ Action: Cindy to follow-up with PayChex Flex.
- 259 ⇒ Action: Cindy to reach out to Eagle to setup training onsite.
- 260 ⇒ Action: Diane to follow-up regarding extending the existing website contract.
- 261 ⇒ Action: MOU to be tabled until the Spring.
- 262 ⇒ Action: Diane to follow-up with Townsend regarding process for Library of Things.
- 263 ⇒ Action: Schreck will make amendments and share with trustees for input after which Chair
- 264 Halligan will create a presentation for the Town Meeting to be presented for input/final
- 265 approval to the Trustees at the February trustee meeting.
- 266 ⇒ Action: Director to bring hard copy of Change of Status letters in staff members' file
- 267 ⇒ Action: Halligan and Schreck to draft goals for Director.
- 268 ⇒ Action: Hoenstine to draft Director Evaluation form.