



Board of Library Trustees
Brookline Public Library
Wednesday, February 12, 2024, 6PM
Regular Meeting – Minutes
Open to the Public

1
2 **In attendance:** Brady Halligan (Chair), Cindy LaCroix (Treasurer), Carol Schreck, Casey
3 Hoenstine (alternate), Rebecca Purdin
4 **Absent:** None
5 **Also in attendance:** Diane Lynch (Library Director), Stephanie Scales (ILL, Circulation)

6
7 The meeting was called to order at 6:04PM.

8
9 **Carol Schreck moved to appoint Casey Hoenstine as a voting member for this**
10 **meeting. Seconded by Cindy LaCroix.**
11 **Vote: 5-0-0; motion approved.**

12
13 **Regular Reports:**

14 1. Approve Meeting Minutes

15
16 **Brady Halligan moved to approve the Public meeting minutes of January 15, 2025.**
17 **Seconded by Cindy LaCroix.**
18 **Vote: 5-0-0; motion approved.**

19
20 2. Library Status Update/Director’s Report

21
22 Director Lynch reviewed the Director’s Report. Regarding the carpeting project, this will occur
23 during the week of March 31st. There may not be programming during that time period due to a
24 lack of available space to host it. Cindy LaCroix suggested asking the Church if the community
25 room could be utilized. Director Lynch agreed to look into this.

26
27 ⇒ Action: Director Lynch will follow-up on hosting programming at the Church Community
28 Room.

29
30 Director Lynch stated that there may be an issue upstairs with the heating ducts. Cindy LaCroix
31 stated that the ductwork seems to be in poor condition. A proper study is likely needed.

32
33 Director Lynch stated that the new Circulation Assistant recently started, bringing the staffing for
34 the Library up to full. She noted that she submitted an application to the Sandy River Charitable
35 Organization to become a Family Place Library and the grant was received. A proposal has been
36 submitted to the Trustees to allow for both her and the Children’s Librarian to take some time
37 away for training on this. A press release was submitted regarding this item.

38
39 Director Lynch stated that she is still awaiting new on the transition to a new payroll system.
40 Cindy LaCroix stated that the Paychex system should be set up by this weekend.

41
42 Director Lynch reviewed the number of programs that are scheduled and upcoming.



Board of Library Trustees
Brookline Public Library
Wednesday, February 12, 2024, 6PM
Regular Meeting – Minutes
Open to the Public

43

44 There was discussion regarding the importance of a press release to highlight the Library’s
45 partnerships and funding, the increase in Library traffic and patronage, and the website update.

46

47 There was discussion regarding the Notary Policy and an increase in the recent needs for notary
48 services. It was noted that the policy should be followed to include no real estate items and to not
49 interfere with current operations. The maximum charge for notary services was proposed at \$10.
50 There was agreement to consider amending the policy as needed in the future.

51

52 ⇒ Action: Trustees to review notary policy and consider potential updates.

53

54 Director Lynch asked what constitutes an Associate membership and why these patrons have
55 shorter lending periods for materials. She would like for all of the memberships to have the same
56 lending periods. There was discussion regarding reviewing the ILS classifications. Director
57 Lynch also asked that the paraprofessional education forms require the course instructor’s signature.
58 The Board agreed that this generally makes sense, but the Director can also be allowed to sign.

59

60 Director Lynch stated that patronage and traffic has increased. This could be due to the social
61 media promotion of the Library and general vibe of the space. There was a suggestion made to
62 ask the community what else it would like to see from the Library. This could be done through a
63 community survey.

64

65 **3. Treasurer’s Report**

- 66 • Report of all Funds held by BPL Trustees

67

68 Cindy LaCroix noted that the audit is coming up and files will need to be gathered in advance.

69

- 70 • Acceptance of Donations through (1/31/24)

71

72 None at this time.

73

74 **Public Input**

75

76 *Brady Halligan opened the public comment period at 7:41pm.*

77

78 **1. Review mail/email**

79

80 It was noted that Trustees can participate in the “Staff Picks” program and select books they like
81 to be highlighted in the Library. This program could be extended to other in Town.

82

83 **2. Dana Ketchen email**

84



Board of Library Trustees
Brookline Public Library
Wednesday, February 12, 2024, 6PM
Regular Meeting – Minutes
Open to the Public

85 The Trustees received an email from Dana Ketchen when the Library closed last week for the
86 snow day. The email asked about staff being paid for the snow day and the requester was
87 directed to the Handbook.
88

89 **Ongoing Business**

90 1. 2025 Budget, Warrants, and CIP Update

- 91 • General Gov't Buildings Maintenance – Need proposals to support additional funds
92

93 It was noted that no significant changes have been made to the budget which impact the Library.
94 The Warrant was signed on Friday. The cracked window at the Library will continue to be
95 followed up on.
96

97 2. Timekeeping – Paychex Flex update
98

99 It was agreed that this would be left on the agenda for next month in order to hear a report about
100 how the update is going.
101

102 3. Library IT Systems
103

104 The Board discussed that Fidium is available for the Library and there should likely be one
105 master account for the Town. The recommendation on this will be sent to the Town
106 Administrator and Select Board.
107

108 ⇒ ACTION: Director Lynch to follow-up with Eagle Networks regarding email and shared
109 mailbox setup.
110

111 4. Website Update
112

113 There was agreement to poll the staff as to items to include on the website.
114

115 ⇒ ACTION: Director Lynch will poll the staff as to items to include on the website.
116

117 5. Minutes Recording
118

119 Cindy LaCroix noted that she met with the Recording Secretary this morning for coffee to
120 discuss the meeting minutes. The Board can let her know if there is anything that can be
121 approved upon.
122

123 6. Library of Things
124

125 Director Lynch stated that she put an EMF detector on hold through the Library of Things and
126 she reviewed the process with the Board. Only those over the age of 18 can checkout items.



Board of Library Trustees
Brookline Public Library
Wednesday, February 12, 2024, 6PM
Regular Meeting – Minutes
Open to the Public

127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168

7. Annual Report
a. State Library

Director Lynch stated that she continues to work on the report.

⇒ ACTION: Director Lynch to continue working on the Annual Report.

8. 10-yr Master Plan Working Executive Summary

It was noted that the document is in process.

Brady Halligan moved that the document be completed and then posted on the website as a Trustee’s vision for the future. Seconded by Casey Hoenstine.
Vote: 4-0-1; motion approved with Cindy LaCroix abstaining.

⇒ ACTION: Director Lynch to continue to work on 10-yr Master Plan Working Executive Summary, with document to be posted on website once complete.

9. Warrant Article presentation

Brady Halligan made a presentation on the draft Warrant Articles. Information on a proposed feasibility study will be presented.

Brady Halligan closed the public comment period at 7:10pm.

10. Director Evaluation – 90 day check-in

The Board reviewed the draft evaluation form.

⇒ ACTION: Trustees to complete Director evaluation forms by February 28th.

⇒ ACTION: Director Lynch to send evaluation link to Library staff.

⇒ ACTION: Brady Halligan and Director Lynch to discuss short-term and long-term goals for the Library Director position.

11. Memorandum of Understanding (MOU) with Town (placeholder, topic deferred until after budget season)

This is only a placeholder at this time.

12. Trustee Bylaws (placeholder topic deferred until after budget season)



Board of Library Trustees
Brookline Public Library
Wednesday, February 12, 2024, 6PM
Regular Meeting – Minutes
Open to the Public

169 This is only a placeholder at this time.

170

171 **Policy Review**

172 1. Employee Handbook

- 173 • No new business

174

175 2. Library Policies

- 176 • No new business

177

178 **New Business**

179 1. Mandatory Federal and State Labor Postings

180

181 The Board reviewed the postings, per a list provided by Primex, and noted that they would be
182 appropriately posted in the Library.

183

184 2. Educate Station

185

186 Director Lynch stated that there is an educational database that could be used in place of
187 renewing the movie license, which is used very rarely.

188

189 ⇒ ACTION: Cindy LaCroix to sign contract for new educational database to replace movie
190 licensing.

191

192 3. Family Place

193

194 Director Lynch explained that she applied for a grant for the Library to become a Family Place
195 and it was received. She and the Children’s Librarian are proposing to attend a training for this
196 program. Everything is included, except for the mileage, which they are requesting to be
197 reimbursed for. The Board agreed that the mileage for this travel would be reimbursed.

198

199 ⇒ ACTION: Director Lynch and Children’s Librarian to attend Family Place Library training
200 in New York, March 3-6.

201

202 4. Any Other New Business

203

204 The process for properly handling 91-A requests was discussed.

205

206 ⇒ ACTION: Director Lynch to remind staff about proper handling of Chapter 91-A requests

207

208 The Board thanked Carol Schreck for her time on the Board. The Board agreed to make this a
209 proclamation.

210



**Board of Library Trustees
Brookline Public Library
Wednesday, February 12, 2024, 6PM
Regular Meeting – Minutes
Open to the Public**

211 ⇒ ACTION: Trustees to include an “Open House” item on future agendas.

212

213 **Brady Halligan moved to adjourn at 8:16PM. Seconded by Carol Schreck.**

214 **Vote: 5-0-0; motion approved.**

215

216 **Confirm Date of Next Meeting**

217 • March 19, 2025

218

219

220 *Respectfully submitted,*

221 *Kristan Patenaude*

222

223

224

225

226

227

228

229 **ACTION ITEMS:**

230 ⇒ Director Lynch will follow-up on hosting programming at the Church Community Room.

231 ⇒ Director Lynch to follow-up with Eagle Networks regarding email and shared mailbox setup.

232 ⇒ Trustees to complete Director evaluation forms by February 28th.

233 ⇒ Director Lynch to send evaluation link to Library staff.

234 ⇒ Brady Halligan and Director Lynch to discuss short-term and long-term goals for the Library Director position.

235 ⇒ Cindy LaCroix to sign contract for new educational database to replace movie licensing.

236 ⇒ Director Lynch and Children’s Librarian to attend Family Place Library training in New York, March 3-6.

237 ⇒ Trustees to review notary policy and consider potential updates.

238 ⇒ Director Lynch to remind staff about proper handling of Chapter 91-A requests.

239 ⇒ Director Lynch to continue to work on 10-yr Master Plan Working Executive Summary, with document to be posted on website once complete.

240 ⇒ Director Lynch will poll the staff as to items to include on the website.

241 ⇒ Director Lynch to continue working on the Annual Report.

242 ⇒ Trustees to include an “Open House” item on future agendas.