



**Board of Library Trustees
Brookline Public Library
Wednesday, March 19, 2024,
6PM Regular Meeting – Minutes
Open to the Public**

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In attendance: Brady Halligan (Chair), Cindy LaCroix (Treasurer), Erin Sawicki, Casey Hoenstine, Rebecca Purdin

Absent: None

Also in attendance: Diane Lynch (Library Director), Stephanie Scales (ILL, Circulation)

The meeting was called to order at 6:06PM.

Brady Halligan opened the public comment period at 6:06pm.

New Board:

1. Onboarding of new members

The current and new Board members introduced themselves. The onboarding process was explained.

2. Selection of Officers

The Board tabled this item to later in the meeting.

Regular Reports:

1. Approve Meeting Minutes

Ms. Purdin arrived at 6:15pm.

Brady Halligan moved to approve the Public meeting minutes of February 12, 2025, as presented. Seconded by Cindy LaCroix.

Vote: 4-0-1; motion approved with E. Sawicki abstaining.

New Board: *The Board retook this item at this time.*

2. Selection of Officers

Brady Halligan moved to nominate Cindy LaCroix as Co-Treasurer and Casey Hoenstine as Co-Treasurer of the Brookline Board of Library Trustees. Seconded by Rebecca Purdin.

Vote: 5-0-0; motion approved unanimously.

Rebecca Purdin moved to nominate Brady Halligan as Chair of the Brookline Board of Library Trustees. Seconded by Casey Hoenstine.

Vote: 4-0-1; motion approved with B. Halligan abstaining.



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42 **Brady Halligan moved to nominate Rebecca Purdin as Secretary of the Brookline**
43 **Board of Library Trustees. Seconded by Casey Hoenstine.**
44 **Vote: 4-0-1; motion approved with R. Purdin abstaining.**
45

46 ⇒ Action: Cindy to obtain signature authority for the new Board members.

47 ⇒ Action: Cindy to change the password and forwarding settings.

48

49 2. Library Status Update/Director’s Report

50

51 Director Lynch reviewed the Director’s Report. She noted the Trump Administration’s Executive
52 Order passed last Friday regarding cutting funding to the Institute of Museum and Library
53 Services. The State Library continues to update local libraries on what may be eliminated. There
54 is currently funding for basic services, including interlibrary loan and Libby, through September.
55

56 Director Lynch stated that the Library is unique in that all of the staff moves around and uses
57 different workstations. Many IT requests have been being submitted. She suggested a larger
58 computer monitor for the patron PC in the Library. She noted that access to the former Weebly
59 Library site has been removed. Regarding the carpeting project, work is scheduled to begin on
60 April 2nd and the Library will be closed for three days. An agreement has been signed to use the
61 space in the Brookline Community Church for story time, but it is unclear if the Library will be
62 charged to use the space. The second floor duct system is still suboptimal, and she is awaiting a
63 quote for work on the system. She attended the Family Place Institute training in March and the
64 Brookline Library is now a Family Place Library. Over the next couple of years, the Library will
65 work to build a collection of materials and focus on programming for ages 0-3. This pivot will be
66 funded through \$3,500 supplied by the Sandy River Charitable Foundation. She asked about an
67 update on the Director search status. She noted that feedback on the updated website is required.
68 She stated that circulation stats for February continue to increase from January’s stats.
69

70 3. Treasurer’s Report

71 • Report of all Funds held by BPL Trustees

72

73 Cindy LaCroix stated that, through the month of February there are no areas of concern for the
74 budget. She asked if the summer reading program should continue to be tracked as a separate
75 line item in the program line item. Director Lynch stated that this would be helpful for annual
76 reporting. Cindy LaCroix noted that the QuickBooks line item is \$30.94 as the Library has fully
77 transitioned over to the free license for QuickBooks. The report shows an uncategorized expense
78 for \$94,000. This is due to setting up the trust fund with TD Bank, which moved \$94,000 from
79 the checking account into the fund. She stated that the report contains a statement of activity
80 compared to last year. At this time last year at, the Library had received approximately \$61,000
81 in income from the Town and this year the figure is approximately \$68,000. Director Lynch
82 noted that the Friends of the Library have decided to carry on with museum passes at this time,
83 but not programs, such as the summer reading program.



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- Acceptance of Donations through (2/28/24)

Rebecca Purdin moved to accept unanticipated revenue of \$90.99. Seconded by Brady Halligan.

Vote: 5-0-0; motion approved unanimously.

Public Input

1. Review mail/email

Brady Halligan closed the public comment period at 6:44pm.

Non-public meeting session (7:00 pm)

Under RSA Section 91-A:3,II

(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected

(1) has a right to a meeting and

(2) requests that the meeting be open, in which case the request shall be granted.

(b) The hiring of any person as a public employee.

(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

Brady Halligan moved to enter into Non-Public Session at 6:50pm. Seconded by Rebecca Purdin.

Vote: 5-0-0; motion approved unanimously.

The Board reentered public session at 7:20pm.

Brady Halligan moved to create a subcommittee to evaluate a new Director, with members including Casey Hoenstine as Chair, Erin Sawicki, and Rebecca Purdin. Seconded by Cindy LaCroix.

Vote: 5-0-0; motion approved unanimously.

Ongoing Business

1. Timekeeping -Paychex Flex update



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125 Cindy LaCroix stated that the Paychex Flex system is setup and will be ready for submissions
126 come Monday. In terms of payroll, all of the bank accounts have been sorted out and payroll can
127 be uploaded. There should be no issues with direct deposits by the next payroll.

128
129 2. Library IT Systems

130
131 Cindy LaCroix noted that this item is pending, as previously discussed by the Library Director.
132 She asked if there is a specific ADA accessible computer monitor that could be considered for
133 the patron PC. Director Lynch stated that a monitor which is more easily accessible and user-
134 friendly would be great, as this is for the only public computer in the Library. Brady Halligan
135 stated that Director Lynch can purchase a new monitor that matches these suggestions.

136
137 ⇒ Action: Director Lynch to purchase a new monitor for the patron PC.

138
139 3. Website Update

140
141 The Board reviewed the updated website design. There was discussion regarding putting together
142 a library of images that could be used on the website. The Board agreed to continue to review the
143 website at future meetings.

144
145 4. Minutes Recording

146
147 No new business at this time.

148
149 5. Library of Things

150
151 Director Lynch stated that she will continue to work on this item.

152
153 ⇒ ACTION: Director Lynch to continue to work on the Library of Things.

154
155 6. Annual report - State Library 10-yr Master Plan Working Executive Summary

156
157 This was covered under the Director's report. It will be submitted to the State and sent to the
158 Board. Brady Halligan stated that the intention is to make it clear where the Library currently is
159 and where it wants to go. There was agreement to blend different versions of the 10-year Master
160 Plan Executive Summary into one document for review at the next meeting.

161
162 7. Memorandum of Understanding (MOU) with Town

163
164 Erin Sawicki and Rebecca Purdin volunteered to draft a Memorandum of Understanding with the
165 Town to clarify responsibilities between the Library Board and the Select Board. The Town has



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166 responsibility over the building itself, but the Library has responsibility of what is inside the
167 Library. This is not currently written anywhere.

168
169 ⇒ ACTION: Erin Sawicki and Rebecca Purdin to draft a Memorandum of Understanding.

170
171 8. Trustee Bylaws

172
173 The Board agreed to update their bylaws, particularly regarding communication between
174 meetings. Rebecca Purdin and Brady Halligan agreed to work on a draft for this item.

175
176 ⇒ ACTION: Rebecca Purdin and Brady Halligan to draft this item.

177
178 9. Educate Station

179
180 Director Lynch stated that this has been included on the website. The contract has been signed
181 and paid for.

182
183 10. Family Place

184
185 This item was previously discussed and is in place.

186
187 **Policy Review**

188 1. Employee Handbook

189
190 The Board noted that the Employee Handbook was previously deemed complete and voted on.

191
192 2. Library Policies

193
194 There was discussion regarding selecting a person, such as the compliance officer, to lead the
195 Library Policy updates. The policies do not currently reflect the existing practices. Creating a
196 schedule to review and prioritize the policies will be important.

197
198 **New Business**

199 1. Library Facility Needs Study Committee

200
201 Brady Halligan noted that the Board received \$30,000 from a Warrant Article at Town Meeting
202 to facilitate this study. The Feasibility Study is a Select Board endeavor, as the Library is a Town
203 facility, and the Board has been allowed to spearhead the Study Committee. The Facility Needs
204 Study Committee is being created and the Select Board would like to review the draft charter
205 once completed. An RFP for design services will be needed. Eddie Arnold was nominated as the
206 Select Board member on the Committee.

207



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208 The Board reviewed the draft charter. It was agreed that the Committee will consist of one
209 Trustee as chair, one Select Board member as vice chair, one Library staff member, and four
210 members of the community. The selection of Committee members will be the responsibility of
211 the chair and vice chair. The chair and vice chair will pick the other Committee members. The
212 Committee's role is to conduct a feasibility study, including a site assessment and concept design
213 for the new Library and community space. The Committee will engage an appropriate design
214 firm, in accordance with the Town procurement policy. A site will need to be determined.
215 Community input on the needs and requirements will be gathered prior to engaging an
216 appropriate design firm. The project feasibility will include a draft capital campaign plan and
217 potential financing model, in consultation with the Capital Improvements Committee, Finance
218 Committee, and Planning Board. The Committee shall meet monthly as needed and shall draft a
219 final report of its findings for presentation not later than Town Meeting 2028.

220

221 The Board agreed to send the draft charter to the Select Board.

222

223 **Brady Halligan moved to approve the charter, as amended. Seconded by Rebecca**
224 **Purdin.**

225 **Vote: 5-0-0; motion approved unanimously.**

226

227 Rebecca Purdin and Cindy LaCroix both volunteered to be the Trustee representative to the
228 Committee. There was agreement that Cindy LaCroix would help the Committee as needed.

229

230 **Rebecca Purdin moved to appoint Rebecca Purdin as Chair of the Facility Needs**
231 **Study Committee. Seconded by Brady Halligan.**

232 **Vote: 5-0-0; motion approved unanimously.**

233

234 ⇒ ACTION: Rebecca Purdin to be the Trustee representative to the Facility Needs Study
235 Committee (Committee chair).

236 ⇒ ACTION: Rebecca Purdin to send the Committee Charter to the Town Administrator.

237

238 2. Open House

239

240 The Board agreed that the Library should host a Library Open House in October 2025. Casey
241 Hoenstine agreed to look into other towns who have successfully taken on new library projects
242 and their information campaigns.

243

244 ⇒ ACTION: Casey Hoenstine to review other towns who have successfully taken on new
245 library projects and their information campaigns.

246

247 3. Any Other New Business

248

249 Brady Halligan noted that Director Lynch will be leaving her position as of April 19, 2025.



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Director Lynch noted that the carpet workers asked if they should put the carpeting around the large, long shelf under the banner upstairs or try to go under it. Rebecca Purdin stated that the Board should defer to the Town. Brady Halligan stated that the workers should likely carpet the whole area, as the building may be repurposed at some point in the future. The Board agreed to review the area after the meeting and report back to Director Lynch.

⇒ ACTION: Trustees to review the carpeting area and inform Director Lynch as to what should be done with it.

The Board discussed paying the scheduled staff during the carpet installation days.

Brady Halligan moved pay the scheduled staff while the Library is closed for the carpet installation. Seconded by Cindy LaCroix.

Discussion:

Cindy LaCroix asked if there are professional development opportunities or projects that could be worked on during this time.

Director Lynch stated that it will not be safe for staff to be in the building during the work. She has not planned for annex work or other professional development work during those days.

Brady Halligan agreed that the time should be made useful, if at all possible.

Vote: 5-0-0; motion approved unanimously.

⇒ ACTION: Director Lynch to review potential professional development or other work for staff during carpet work days.

Brady Halligan moved to adjourn at 8:53pm. Seconded by Erin Sawicki.

Vote: 5-0-0; motion approved unanimously.

Confirm Date of Next Meeting

- April 9, 2025, at 6pm

*Respectfully submitted,
Kristan Patenaude*



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292 **ACTION ITEMS:**

- 293 ⇒ Action: Cindy to obtain signature authority for the new Board members.
- 294 ⇒ Action: Cindy to change the password and forwarding settings.
- 295 ⇒ Action: Director Lynch to purchase a new monitor for the patron PC.
- 296 ⇒ ACTION: Director Lynch to continue to work on the Library of Things.
- 297 ⇒ ACTION: Erin Sawicki and Rebecca Purdin to draft a Memorandum of Understanding.
- 298 ⇒ ACTION: Rebecca Purdin and Brady Halligan to draft this item.
- 299 ⇒ ACTION: Rebecca Purdin to be the Trustee representative to the Facility Needs Study
- 300 Committee (Committee chair).
- 301 ⇒ ACTION: Rebecca Purdin to send the Committee Charter to the Town Administrator.
- 302 ⇒ ACTION: Casey Hoenstine to review other towns who have successfully taken on new
- 303 library projects and their information campaigns.
- 304 ⇒ ACTION: Trustees to review the carpeting area and inform Director Lynch as to what
- 305 should be done with it.
- 306 ⇒ ACTION: Director Lynch to review potential professional development or other work for
- 307 staff during carpet work days.