

Minutes of the Meeting of the Library Board of Trustees  
Regular Meeting  
January 5, 2022  
Brookline Public Library  
Brookline, NH

Present: Kim Rogers, Karen Jew, Betsy Solon  
Hybrid/Remote: Dave Partridge, Ed Cook  
  
Also Present: Arefe Koushki, Director

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Kim called the meeting to order at 6:33 PM

Ed stated he was participating via Zoom from home, that attendance in person was not reasonably practical due to COVID-19, and that he could hear the proceedings.

Administrative:

Director's report:

**Website**

**TASK:** Arefe will get high resolution photos for the website

**Volunteer Hours**

**TASK:** Kim will send Arefe compiled volunteer hours

Minutes:

**Kim motioned to adopt the information session minutes, as written, from December 1, 2021. Betsy seconded.**

**Roll Call Vote**

**Yea: 3 (Betsy, Kim, Karen)**

**Nay: 0**

**Abstain: 1 (Ed)**

**Motion passed (3-0-1).**

**Kim motioned to adopt the non-public meeting minutes, as written, from December 13, 2021. Ed seconded.**

**Roll Call Vote**

**Yea: 4 (Betsy, Kim, Karen, Ed)**

**Nay: 0**

**Abstain: 0**

**Motion passed (4-0-0).**

**Betsy motioned to adopt the special meeting minutes, as written, from December 27, 2021. Kim seconded.**

**Roll Call Vote**

**Yea: 4 (Betsy, Kim, Karen, Ed)**

**Nay: 0**  
**Abstain: 0**  
**Motion passed (4-0-0).**

*Dave entered the meeting at 6:42pm*

Dave stated he was participating via Zoom from home, that attendance in person was not reasonably practical due to COVID-19, and that he could hear the proceeding

**Betsy motioned to adopt the non-public meeting minutes, as written, from December 27, 2021. Kim seconded.**

**Roll Call Vote**  
**Yea: 4 (Betsy, Kim, Karen, Dave)**  
**Nay: 0**  
**Abstain: 1 (Ed)**  
**Motion passed (4-0-1).**

**TASK:** Karen will send approved minutes to Marilyn to post

Treasurer's report:

Discussions on status of budget at Year End

**Kim motioned to approve \$4,897.04 in donations from patrons through 12-31-2021. (book sponsorships, etc.) Karen seconded.**

**Roll Call Vote**  
**Yea: 5 (Betsy, Kim, Karen, Dave, Ed)**  
**Nay: 0**  
**Abstain: 0**  
**Motion passed (5-0-0).**

**TASK:** Arefe will double check WTCox to make sure we aren't double packing for National Geographic magazine

**TASK:** Arefe will separate funds in QuickBooks to track them there and keep bank account as is without a need to create a separate account.

**Dave motioned to encumber \$50,000 for shelving based on quotes received in 2021. Karen seconded.**

**Roll Call Vote**  
**Yea: 4 (Betsy, Kim, Karen, Dave)**  
**Nay: 1 (Ed)**  
**Abstain: 0**  
**Motion passed (4-1-0).**

**Ed motioned to rescind the 2.25% COLA increase voted on at the 12-27-2021 meeting. Dave seconded.**

**Roll Call Vote**

**Yea: 5 (Betsy, Kim, Karen, Dave, Ed)**

**Nay: 0**

**Abstain: 0**

**Motion passed (5-0-0).**

**Kim motioned to increase salaries on four select positions by \$1.50/hr retroactive to 01-01-2022. Ed seconded.**

**Roll Call Vote**

**Yea: 5 (Betsy, Kim, Karen, Dave, Ed)**

**Nay: 0**

**Abstain: 0**

**Motion passed (5-0-0).**

New budget to be sent to the Town will total \$206,227.12 with changes to SS/medicare of \$15,777.86, NHRS of \$14,996.96, and Health and Dental \$35,291.20 for a total of \$320,568.14.

**TASK:** Dave will send the updated budget to Tad by January 7<sup>th</sup>.

New Business:

Discussions regarding Zoom account, Trustees Drive.

**Betsy motioned to spend up to \$150 for a Zoom Pro account to be shared by staff, Trustees and Friends of the Library for Library-related use. Kim seconded.**

**Roll Call Vote**

**Yea: 5 (Betsy, Kim, Karen, Dave, Ed)**

**Nay: 0**

**Abstain: 0**

**Motion passed (5-0-0).**

**TASK:** Karen will create a Gmail account for the Trustees and move the Trustee drive under that account.

Discussions regarding the Reconsideration Policy.

**Karen motioned to approve the updated Reconsideration of Library Materials and Programs Policy. Ed seconded.**

**Roll Call Vote**

**Yea: 5 (Betsy, Kim, Karen, Dave, Ed)**

**Nay: 0**

**Abstain: 0**

**Motion passed (5-0-0).**

Open Trustee Positions

**TASK:** Ask for any potential candidate interest from the community.

**Kim motioned to approve an unrestricted donation of \$100 from a patron. Betsy seconded.**

**Roll Call Vote**

**Yea: 5 (Betsy, Kim, Karen, Dave, Ed)**

**Nay: 0**

**Abstain: 0**

**Motion passed (5-0-0).**

**Next Trustee Meetings**

Monday, February 14<sup>th</sup> at 6:30pm

Monday, March 14<sup>th</sup> at 6:30pm (tentative)

**TASK:** Revisit the remainder of the Trustee meeting dates at the March meeting following Town Voting (March 8<sup>th</sup> – all day voting)

Closing

The next regularly scheduled meeting of the Library Trustees will be on Monday, February 14<sup>th</sup> at 6:30pm.

**At 7:52pm Betsy motioned that the board go into non-public session.**

**Kim seconded.**

**Roll Call Vote**

**Yea: 5 (Betsy, Kim, Karen, Dave, Ed)**

**Nay: 0**

**Abstain: 0**

**Motion passed (5-0-0).**

*The Board entered non-public session at 7:52PM*

*The Board came out of non-public session at 8:14PM*

**Dave motioned to allow Kim and Karen to present review to director, and to discuss and respond as needed.**

**Betsy seconded.**

**Roll Call Vote**

**Yea: 5 (Betsy, Kim, Karen, Dave, Ed)**

**Nay: 0**

**Abstain: 0**

**Motion passed (5-0-0).**

**At 8:15pm Betsy motioned to adjourn the meeting.**

**Kim seconded.**

**Roll Call Vote**

**Yea: 5 (Betsy, Kim, Karen, Dave, Ed)**

**Nay: 0**

**Abstain: 0**

**Motion passed (5-0-0).**

Submitted, Karen Jew, Secretary