

Minutes of the Meeting of the Library Board of Trustees
Regular Meeting
February 14, 2022
Brookline Public Library
Brookline, NH

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

Also Present: Arefe Koushki, Director

Kim called the meeting to order at 6:34 PM

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

Administrative:

Director's report:

- Website goes live on 2/19 and will continue to be updated (brooklinelibrarynh.org)
- Friends book sale will take place on 5/14-5/15, suggested removing some museum passes and adding NE Aquarium
- Met with the Town Welfare Officer to discuss services the library can provide to Brookline residents
- Drafted Weather Closing Policy
- Drafted Technical Services Librarian job description
- Attended professional development webinar "Making Each Other Look Good: The Library Board and the Library Director"
- Corrected Nat Geo subscription with WT Cox so there is only one subscription
- Contacted Tad regarding inadequate second floor lighting
- Developing SRP budget for the Friends
- Submitted the Library Annual Report
- Linked Quickbooks with TD bank account
- Linked Quickbooks with Amazon Business Card
- SRP (Summer Reading Program youth and adult) planning has begun
- Mindful workshop and Brookline 101 workshops were well attended
- Story Time with Ms. Stephanie is back in person and virtual three times a week
- Life Downstairs: British Servant Culture in Fact, Fiction, and Film program is scheduled for March 10
- Working with staff to cross train on inter-library loans so there are backups
- Conducted interviews in search of a Youth Services Librarian
- Elevator repair person installed new hydraulic seals in the elevator

Minutes:

Kim motioned to adopt the non-public meeting minutes, as written, from January 5, 2022. Dave seconded.

Roll Call Vote

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

Nay: 0

Abstain: 0

Motion passed (5-0-0).

An amendment was offered to change the word “chances” to “changes” on page 3 of the regular meeting minutes:

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.

Kim motioned to adopt the meeting minutes, as amended, from January 5, 2022. Dave seconded.

Roll Call Vote

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

Nay: 0

Abstain: 0

Motion passed (5-0-0).

Treasurer's report:

Discussions regarding the unevenness of the line-item spending throughout the year. Some expenses are front loaded in the year while some may be higher at the end of the year and once a spending cycle is established it tends to perpetuate in future years.

On-Going Business:

Encumbrance of 2021 Funds – discussions regarding remaining funds that were encumbered in 2021 and a subsequent request to revisit this from the Selectboard. The Trustees acted within their authority to encumber these funds and had started the process to acquire new shelving system months prior to the encumbrance. However, the Trustees discussed allocating funds from other Trustee-controlled accounts to cover this acquisition given that the shelves constituted an allowable under the restrictions placed on those funds.

Dave motioned to unencumber the funds from the 2021 budget and fund the shelving system from Trustee-controlled funds. Kim seconded.

Roll Call Vote

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

Nay: 0

Abstain: 0

Motion passed (5-0-0).

Dave motioned to return unexpended salary and health insurance funds from the 2021 budget back to the Town. Kim seconded.

Roll Call Vote

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

Nay: 0

Abstain: 0

Motion passed (5-0-0).

Mask Policy – Discussions regarding the masking in the library will be discussed at decided on at the next staff meeting.

Public Input:

N/A

New Business:

NHRS Payments – discussions regarding the best method for paying this expense. Current system ensures adequate checks and balances as the bookkeeper invoices the expense, but the Treasurer approves the payment.

Library Weather Closing Policy – Arefe presented her Weather Closing Policy.

Betsy motioned to approve the Weather Closing Policy as written and insert into the Policy Manual. Karen seconded.

Roll Call Vote

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

Nay: 0

Abstain: 0

Motion passed (5-0-0).

Action Item: Arefe will update the Policy Manual and Policy Change Log with this addition. The updated Policy Manual will be added to the website and the Trustee drive.

Technical Services Librarian Job Description – suggestions were made to the job description presented by Arefe.

Change “him/her” to “their” in number 2
Change “constant” with “frequent” in number 2
Define OPAC in number 8

Kim motioned to accept the Technical Services Librarian job description as amended. Betsy seconded.

Roll Call Vote

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

Nay: 0

Abstain: 0

Motion passed (5-0-0).

Selectboard Meeting on 2/22 at 6:00pm – attendance was discussed. Building a better relationship with the Selectboard and being involved with other departments within the town continues to be a priority.

Town Elections and Trustee candidates were discussed. Ed and Karen were thanked for their years of service to the Brookline Public Library.

Karen returned her copy of the Library building key.

Action Item: Ed will return his copy of the Library building key.

Action Item: A recommendation was made that the Trustees review roles and responsibilities of each member of the board following town elections and board reorganization at the March Trustee meeting.

Action Item: Ed will close out the Library Paypal account this month.

Action Item: Kim will request Ed and Karen be removed from the Trustee email distribution list.

Closing

The next regularly scheduled meeting of the Library Trustees will be on Wednesday, March 16th at 6:00pm.

**At 7:42pm Kim motioned that the board go into non-public session.
Karen 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 7:42PM

The Board came out of non-public session at 7:59PM

**Kim motioned to authorize Arefe to extend to Tracy Joy the position of full time Youth Services Librarian.
Betsy seconded.**

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

**At 8:04pm Karen 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