

Minutes of the Meeting of the Library Board of Trustees
Regular Meeting
April 13, 2022
Brookline Public Library
Brookline, NH

Present: Betsy Solon, Cindy LaCriox, Karen Jew
Hybrid/Remote: Dave Partridge, Kim Rogers

Also Present: Arefe Koushki, Director

Betsy called the meeting to order at 6:40 PM

Dave stated that 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:

Administration:

- The library's new reservation Museum Pass platform is live.
- SRP Grant Approved-\$500. This grant is for two programs (presenters). UNH Rivers to the Ocean Program & Brethren Order of North East Sea-Pirate
- Preparing all the documents for the audit and dropping them off at the Town hall on March 24.
- Arefe met the Paul Rosa from Powell Stone & Gravel and picked up their \$100 gift card for SRP.
- Arefe dropped off the town's return fund check in person in Tad's office.
- Arefe created the monthly payment schedule for town appropriation payments and emailed it to Tad on March 21.
- Participating in United Way Ribbons for School Heroes Project- Thank and acknowledge the staff of our local schools for their hard work during the Covid-19 Pandemic. Brookline library will host some rolls of ribbon so community members can stop by to pick up their ribbons.
- Meeting Dona Eaton & Ann Somers on Monday, April 4, related to the purchasing canopy and planting the library outside.
- Meeting Tad on April 7. Removing the attached book drop.
- RMMS field trip –April 7-May 23. (18 library visits).
- Arefe attended Hillstown monthly meeting on April 1.
- Arefe attended the Preparing for Book/Program Challenges workshop on April 5.

Building Maintenance:

- Water Softener and Filter Service - James Morey from Skillings & Sons, LLC. I visited the library on 3/29/2022
- Contacted BK System regarding the beeping sound on the fire alarm panel. They came on 3/28/2022, fixed the panel, and changed all the panic buttons' batteries.
- Dept of Labor Inspection Results - March 25, 2022
- Remove items from the floor in front of the electrical panel in the closet near the kitchen – must be three feet by three feet clearance. Arefe removed the items.
- Add an eye washing station to the faucet in the custodian's closet with a page on the wall by the sink to document monthly tests. Tad installed one.

Upcoming Library Programs:

- Empowering our Pollinators – Working Together for the Greater Good on April 21 st at 6:30 pm-ZOOM
- Easter Egg- Stravaganza –Find Egg-Tivities 7 Prizes for Kids 0-16 (Egg Hunt, Craft + Coloring, and Cupcake Decorating), Saturday, April 16, at 10 am- 2:00 pm
- Adult Easter Craft Kit- Take home
- The Ultimate Presentation for Red Sox Nation- Thursday, May 26, 6:30 pm on Zoom
- Pizza & Project for Teens on May 5 at 5:30 pm

Staff News:

- Staff Meeting on Friday, April 8, Staff dress code policy draft shared, staff evaluation will start on July 1.

Minutes:

Regular Meeting Minutes and Non-Public Minutes from March 16th will be voted on at the next regular meeting since there was not a quorum of Trustees attending in person to hold a vote.

Special Meeting Minutes from April 5, 2022:

An amendment was offered to add the language: MOTION BY BETSY THAT THE BOARD, BY ROLL CALL, GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3, II (a) THE DISMISSAL, PROMOTION OR COMPENSATION OF ANY PUBLIC EMPLOYEE, (c) TO DISCUSS A MATTER, WHICH IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY THE REPUTATION OF A PERSON, OTHER THAN A MEMBER OF THE BODY OR AGENCY ITSELF. MOTION SECONDED BY CINDY.

Betsy motioned to adopt the public meeting minutes, as amended, from April 5, 2022. Karen seconded.

A Viva Voce Roll Call was conducted, which resulted as follows:

Yea: 3 (Betsy, Cindy, Karen)

Nay: 0

Abstain: 1 (Dave)

Motion passed (3-0-1).

Non-Public Meeting Minutes from April 5, 2022:

An amendment was offered to Change Dave's name to Karen.

Betsy motioned to adopt the non-public meeting minutes, as amended, from April 5, 2022. Karen seconded.

A Viva Voce Roll Call was conducted, which resulted as follows:

Yea: 3 (Betsy, Cindy, Karen)

Nay: 0

Abstain: 1 (Dave)

Motion passed (3-0-1).

Treasurer's report:

Budget is on track for this part of the year. The board signed off on the January, February, and March manifests.

Review of Donations/Gifts/Grants to date.

Dave motioned to accept the donations, gifts, and grants. Karen seconded.

A Viva Voce Roll Call was conducted, which resulted as follows:

Yea: 4 (Betsy, Cindy, Karen, Dave)

Nay: 0

Abstain: 0

Motion passed (4-0-0).

Discussions regarding last year's Audit process to help transition the Treasurer's role to Cindy. Dave outlined the steps required to account for the library money held in CD. The library currently holds a single 90-day CD because that had the best rates at the time it was opened. The Board can discuss at some point if additional CDs should be utilized. Additionally, Dave mentioned that the signing for bank transfers was incorrect, and that Cindy will have to go back to the bank and sign.

Dave mentioned that Ed lost his key fob to the bank, but Dave has disabled his account, so this has been resolved.

-Kim entered the meeting via Zoom-

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

On-Going Business:

The Board will continue to look for members to fill Board vacancies.

Arefe discussed extending library hours and will phase in the following schedule the week of 4/18:

M-T-W	10-6 (Extended until 6)
R	12-8 (No Change)
F	2-6 (No Change)
S	10-2 (No Change)

This will have no staffing or budget impact.

Public Input:

N/A

New Business:

Arefe presented her Dress Code Policy. She indicated that the policy had been presented to the staff and it was clear. Betsy mentioned that if adopted that the staff will all have to sign that they received a copy of the Dress Code Policy.

Karen motioned to approve the Dress Code Policy as written and insert into the Policy Manual. Cindy seconded.

A Viva Voce Roll Call was conducted, which resulted as follows:

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

Nay: 0

Abstain: 0

Motion passed (5-0-0).

Arefe presented her draft of the Outreach Coordinator job description. This would be for Adult programming.

Betsy motioned to approve the Outreach Coordinator job description as written and insert into the Policy Manual. Karen seconded.

A Viva Voce Roll Call was conducted, which resulted as follows:

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

Nay: 0

Abstain: 0

Motion passed (5-0-0).

Betsy presented her draft of the Interim Director job description. Fortunately, the Library does not need to search for an Interim Director, but comments were made that it was a good idea to have an approved job description available should the need arise.

Dave motioned to approve the Outreach Coordinator job description as written and insert into the Policy Manual. Cindy seconded.

A Viva Voce Roll Call was conducted, which resulted as follows:

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

Nay: 0

Abstain: 0

Motion passed (5-0-0).

Discussion regarding NHRA and who is responsible to oversee this and what the process is. Dave will work with Cindy to get her authorized in this system. Arefe will sign and submit year end retirement/resignation reports. Once Cindy has full access, she will work with Arefe to get Arefe the proper access.

MOTION BY BETSY THAT THE BOARD, BY ROLL CALL, GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3, II (a) THE DISMISSAL, PROMOTION OR COMPENSATION OF ANY PUBLIC EMPLOYEE, (c) TO DISCUSS A MATTER, WHICH IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY THE REPUTATION OF A PERSON, OTHER THAN A MEMBER OF THE BODY OR AGENCY ITSELF. MOTION SECONDED BY KAREN.

A Viva Voce Roll Call was conducted, which resulted as follows:

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

Nay: 0

Abstain: 0

Motion passed (5-0-0).

The Board went into non-public session at 7:48 p.m.

The Board came out of non-public session at 8:23 p.m.

Closing

The next regularly scheduled meeting of the Library Trustees will be on Wednesday, May 11, at 6:30 p.m.

At 8:25 p.m. Karen motioned to adjourn the meeting.

Betsy seconded.

A Viva Voce Roll Call was conducted, which resulted as follows:

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

Nay: 0

Abstain: 0

Motion passed (5-0-0).

Submitted,
Karen Jew, Acting Secretary