

Minutes of the Meeting of the Library Board of Trustees
Regular Meeting
November 3, 2021
Brookline Public Library
Brookline, NH

Present: Kim Rogers, Karen Jew, Betsy Solon
Hybrid/Remote: Ed Cook, Dave Partridge
Also Present: Arefe Koushki, Director, Brian Rater, Finance Committee (remote)

Kim called the meeting to order at 6:33PM

Dave and Ed stated that they were participating remotely, were alone in the room, and could see and hear the proceedings.

Administrative:

Budget 2022:

With the assistance of Brian Rater, the trustees reviewed their originally submitted budget for 2022 and made changes (added SS/Medicare line item) and updates to the explanations (increase in salary for the director and YS librarian positions to reflect market rates) for the next presentation to the selectboard on November 15.

Discussions regarding the painting and carpet requests in the general buildings budget submitted to the selectboard. New carpeting to upgrade the children's space with the most use. Painting proposed for children's bookshelves as a less expensive option to replacement.

-Brian left the meeting at 7:14-

Minutes:

**Kim motioned to adopt the regular meeting minutes, as written, from October 13.
Betsy seconded.**

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

**Kim motioned to adopt the special meeting minutes, as written, from October 21.
Betsy seconded.**

**Roll Call Vote
Yea: 4 (Betsy, Kim, Karen, Dave, Ed)
Nay: 0
Abstain: 0
Motion passed (5-0-0).**

Treasurer's report:

TASK Dave will update Quickbooks with the corrected salary appropriation for 2021 and ensure the budget lines in Quickbooks match exactly the working in the trustee budget lines.

Director's report:

- **Proposed New Library Hours**

TASK Arefe requested changing some of the library's open hours. She will send Karen the proposed changes in employee hours to see if there is any payroll impact. Proposed hours would be:

M-R 10-6

F 10-5

S 10-2

Arefe proposed to start a 3-month trial in January.

TASK: Trustees will revisit this at the December meeting.

- **Late Payroll**

TASK: Arefe and Dave have designed a system to ensure timely payroll submission

- **Programing Budget Overages**

TASK: Dave will reach out to the Friends and request their annual program contribution

- **2022 Calendar**

TASK: Arefe will present calendar suggestions at the December meeting

- **Book drop** will be shipped on Nov 16. The town suggested the Library obtain a contractor to pour the pad for the book drop

TASK: Trustees and Arefe will look at available options to complete this task.

- **Website update** – in process anticipated to be completed by the end of the year.

- **New Library Sign** – Tad mentioned the town sign cost \$2,500

TASK: Arefe will reach out to the Friends as they have offered to purchase this for the library.

- **HVAC** replacement completed 10/26/2021

- Power washing of the building completed in October.
- The first annual Trunk-or-Treat event was very successful
- Paypal is no longer the primary source for purchasing materials. Arefe created an Amazon business account.

TASK: Ed will hold onto the paypal account and trustees will consider closing at the December meeting.

On-Going

Director Review (Sept-Dec)

TASK: Karen to send out 360 Director Review google forms to staff and trustees and compile responses for the December trustee meeting. Trustee and staff responses weighted accordingly.

Employee Handbook

Betsy updated the handbook with the new timekeeping language.

Betsy motioned to submit the Employee Handbook to Primex for review and a copy be given to each staff member.

Roll Call Vote

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

Nay: 0

Abstain: 0

Motion passed (5-0-0).

Closing

The next regularly scheduled meeting of the Library Trustees will be on December 1, 2021.

At 7:55 Karen motioned to adjourn the meeting. Ed seconded.

Roll Call Vote

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

Nay: 0

Motion passed (5-0-0).

Submitted,
Karen Jew, Secretary