

Minutes - Meeting of the Board of Trustees Brookline Public Library

Date: Tuesday August 8, 2023

Time: 6:00 PM

Location: Brookline Public Library Meeting Room, Brookline NH

Present: Cindy LaCroix, Rebecca Purdin, Diane Marsolini

Hybrid/Remote:

Absent: Kathy Leavitt, Jen Morrissey

Also Present: Arefe Koushki, Archer Batchelder, Ann Somers, Stephanie Scales, Joella Travis, Michelle Schlag

Join Zoom Meeting

<https://us06web.zoom.us/j/84421220492?pwd=THdRNWdLMU5jVmFoOWVRdDExMzBGdz09>

Meeting ID: 844 2122 0492

Passcode: 811059

Rebecca called the meeting to order at 6:07

- Agenda was shifted to allow for public input earlier in the meeting.

Regular Reports

Director's Report

- **Action:** Arefe to put together staff attendance request for the NELA conference, including specific days in attendance, milage vs overnight stays, and substitute staffing requirements.
- **IT** – Puneet was able to fix some items during his visit. Scott is reviewing Arefe's list with the IT consultant.

Approve minutes from last meetings

- Rebecca motion to approve 7/11/23 Public Minutes as amended to include year with meeting date, Cindy 2nd
 - 3 Yay (Rebecca, Cindy, Diane)
 - 0 nay
 - 0 abstainPassed
- Diane motion to approve 7/11/23 Non-Public minutes as amended to include year with meeting date, Rebecca 2nd
 - 3 Yay (Rebecca, Cindy, Diane)
 - 0 nay
 - 0 abstainPassed
- Non-Public minutes for May and June and public minutes for July 19 were not reviewed as not all meeting attendees were present.

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- **Action:** Non-Public minutes for May and June and Public minutes for July 19 to be approved in September

Public Input

Outside landscaping

- **Action:** Rebecca to follow up with Scott to determine if tree trimming may be included with Town Hall maintenance. Board members to consider opportunities for increasing volunteers to assist with weeding and bed maintenance.

Unattended Children Policy

- **Action:** Board members to provide final comments on language included in the draft waiver document to Arefe by Friday, August 11.
- **Action:** Cindy to have the final document reviewed by Town attorney.
- **Action:** Board members to consider updates to policy.

End Public Input (6:25)

Regular Reports (Continued)

Treasurer's Report

- **Action:** Diane and Arefe to review Greater Nashua grant to determine timing of fund allocation.
- **Action:** Cindy to determine if the 2023 budget will allow for an additional 2 hours one night per week for the remainder of the year.

Ongoing Business

Review of Tasks/Action Items from last meeting

- **Action:** Rebecca to follow-up with Puneet about putting together a listing of specific IT requirements.

New Business

- **2024 Budget**
 - **Action:** Arefe to provide a staffing plan for additional library hours in 2024.
 - **Action:** Arefe to work with staff to create a patron survey for community input on extended hours using outlook forms that can be attached to the website.
 - **Action:** Arefe to discuss library budget needs with staff during next staff meeting.
- **Staff Policy / Town Policy**
 - **Action:** Diane to follow-up with and assist Jen regarding status of the employee policies.
 - **Action:** Rebecca to determine if Primax covers HR activities.

Non-public meeting session

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Under RSA Section 91-A: 3, II (a) hiring and/or (b) dismissal, promotion, or compensation or (c) reputation.

- Rebecca motion to move to non-public at 8:18, Diane 2nd
- Rebecca motion to leave non-public at 8:41, Cindy 2nd

End non-public session (8:41)

Motion to adjourn by Becca, 2nd by Diane (8:41)

Future Agenda Items

TBD

Close Meeting (8:42 pm)

Confirm Date for Next Meeting (Tuesday September 12th)