

**Minutes of the Meeting of the Library Board of Trustees  
Brookline Public Library**

**Date:** Tuesday, November 19<sup>th</sup>

**Time:** 6:30 PM

**Location:** Brookline Public Library Meeting Room, Brookline NH

**Present:** Cindy LaCroix, Mark Gath, Dave Partridge, Jen Morrissey, Kim Rogers

**Hybrid/Remote:** Dave Partridge

**Absent:**

**Also Present:** Arefe Koushki

---

**Meeting called to order by Mark at 6:36 PM**

**Regular Reports**

**Director's Report**

Arefe submitted grant, maximum available is 2,000. Will know week of November 20<sup>th</sup>.

Arefe working through evaluations.

Lisa Grenier hired and doing great – here every day!

**Action:** Arefe to talk to Hollis library contacts about a reciprocal relationship, let trustees know what options may be.

**Action:** Arefe to advertise Stephanie Scales as a notary/notary service. Will reimburse for services and time.

**Action:** Arefe to offer Michelle Schlag Children's Library Assistant position 14-18 hours/week and \$15/hour

**Action:** Arefe include Michelle Decoteau in program communications

Library lighting upgrades to start immediately!

### **Approve minutes from October meeting:**

Dave motioned to approve public, Cindy 2<sup>nd</sup>

Yea: 4 (Cindy, Dave, Mark, Jen,)

Nay: 0

Abstain: 1 (Kim)

Motion passed (4-0-1).

Dave motioned to approve non-public, Cindy 2<sup>nd</sup>

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

Yea: 4 (Cindy, Dave, Mark, Jen,)

Nay: 0

Abstain: 1 (Kim)

Motion passed (4-0-1).

### **Treasurer's Report/Budget**

- Cindy met to clean up recording of line items. Will need to be ready for auditor for shelving expense.
- Cindy and bookkeeper met to re-set on codes/how to account for donations vs income vs. expenditures. Improvements to accounting guidelines. All 3 to meet in December to review roles and responsibilities
- Taxes – will finish the year in current process. Starting in January will use the Quickbooks tool more effectively integrate Quickbooks with operations.
- Cindy got access to IRS website.
- Quote for table and chairs submitted by Arefe.

Cindy motioned to approve Arefe to purchase replacement table and chairs for children's section up to the amount of \$1000, Kim 2<sup>nd</sup>

- A Viva Voce Roll Call was conducted, which resulted as follows:
- Yea: 5 (Cindy, Dave, Mark, Jen, Kim)
- Nay: 0
- Abstain: 0
- Motion passed (5-0-0).

Cindy circulated October manifest for signature.

End of year budget – anything we don't use goes back to the town.

**Action** – Arefe to work w/Lisa on what's required to get library to "maintenance mode" and submit to Scott for approval.

Town to review maintenance budget.

Library currently does not have anything in CIP. Will review in spring.

Parking needs to be addressed.

#### Health Insurance Discussion

Jen motined to approve 2023 Health Insurance Rates/options in accordance with HealthTrust Proposal submitted October 5<sup>th</sup>, Cindy 2<sup>nd</sup>.

- A Viva Voce Roll Call was conducted, which resulted as follows:
- Yea: 5 (Cindy, Dave, Mark, Jen, Kim)
- Nay: 0
- Abstain: 0
- Motion passed (5-0-0).

#### Ongoing Business

#### Public Input

None

#### New Business

Town Office Openings/Elections in March. Kim and Dave have last meeting in February. Action All: Look for potential candidates for board.

**Action:** Arefe to find out cost for fax so we can adjust charges.

**Next Meeting:** December 14<sup>th</sup> at 6:30

**Action:** Annual Trustee Report process

#### Motion to move to non-public session (8:04)

Kim made motion to move to non-public (8:04), Cindy 2<sup>nd</sup>

Yea: 5 (Cindy, Dave, Mark, Jen, Kim)

Nay: 0

Abstain: 0

Motion passed (5-0-0)

### **Return to public at 9:15**

At 9:15 PM. Mark motioned to adjourn meeting. Kim 2<sup>nd</sup>

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

Yea: 5 (Cindy, Dave, Mark, Jen, Kim)

Nay: 0

Abstain: 0

Motion passed (5-0-0)

### **Close Meeting at 9:16**