

MINUTES February 27, 2012 Goffstown Public Library Admin & Finance Comm. Meeting

Call to Order at 4:55 pm Attending: Lisa Iodice, Sue Plante, Tess Marts Also Attending: Dianne Hathaway, Director; M. Lawler as member of public

Minutes of Last Meeting (9/12/11 and 10/12/11)

Moved to accept by Tess Marts; Seconded by Lisa Iodice Yea: 3 No: 0 Abstain: 0

New business:

The following Operational Policies were reviewed and some minor revisions accepted. These will go on to the full board with recommendation for approval at the March meeting.

Emergency Closings (insert director will contact Goffs. Police as well as Trustees in event of unanticipated closure)

Access to Electronic Information (no change)

Public Posting Policy (no change)

Unattended Children Policy (replace “or give a child a ride home” with “or provide any transportation”

Social Software Policy (new) – first draft reviewed with some change recommendations. New policy will be included in batch for March meeting.

The following Organizational Policies were reviewed and some minor revisions accepted. These will go on to the full board with recommendation for approval at the March meeting

Receiving and Deaccessioning of Gifts (new): first draft reviewed with change recommendations. New policy will be included in batch for March meeting.

Alternate Trustee Position policy (new): (new): first draft reviewed with change recommendations. New policy will be included in batch for March meeting.

Planned Giving envelope and donation sheet (new) reviewed. (new): first draft reviewed with change recommendations. Tess will review with tax lawyer for expert review. As this is not a policy document, it does not require a vote, but will be shared with the board as soon as revisions are completed.

The committee acknowledged the first draft of the Library Personnel Handbook, but no specific review was done. Dianne will review and add in Goffstown specific data. Following that, the committee will work with HR committee and possibly some staff to refine and further revise before bringing this forward.

Old business: The matrix of policies in place was reviewed and updated. Matrix was compared to “Red Book”. “Red Book” in director’s office needs copies of revised and new policies.

Meeting adjourned 7:00 pm (Motion by Marts, Second by Iodice)

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Reminder items on our to-do list: Public Volunteer Policy (September); Planned Giving;

NEXT meeting of Admin & Finance committee will be on MONDAY APRIL 2 AT 4:30 PM, 3rd floor GPL

Anticipated agenda: Personnel Handbook – first review; discussion of role and opportunity for public volunteers at GPL