

April 17, 2012 Goffstown Public Library Administration & Finance Comm. Meeting

MINUTES

Call to Order at 4:30 Attending: Lisa Iodice, Sue Plante, Tess Marts (arrived 4:45)

Also Attending: Dianne Hathaway, Director

Minutes of Last Meeting (2/27/12)

Moved to accept by Sue, Second by Lisa

Yea: 3 No: 0 Abstain: 0

Budget overview – 2012 budget approved as requested by Board of Selectmen. Wonderful news to be able to address some of our pressing needs.

Organizational Policies:

Investment Policy – Moved by Lisa, Second by Sue to reaffirm with one change in language: change “at the first full LBOT meeting following the March elections” to “in April”. This change is in two places, in Standard of Care section and again in Meetings section of the policy

Merit Pay Policy and Matrix – Motion passed to revise as follows: in text description of policy, 3rd Paragraph, remove “in a set aside”. In the Attachment A Merit Matrix, two changes: In first column, separate Director from Hourly and Salaried staff to allow for easiest differentiation moving forward (e.g., a change in review tools or numbering system). Also, in second row, add double asterisk foot note (“**”) beside Step and COLA and/or Longevity. Footnote to read “Decision to award Step &/or COLA based on final budget approved by voters at March election

Operational Policies:

Circulation Policy: Motion passed to revise as indicated by Director, as well as inserting wording in non-discrimination statement to include “sexual orientation”. Also will remove reference to Hillstown materials in Homebound Service section.

Role of volunteers in library – Director and Staff ready to begin drafting document, after extensive research and discussion of concerns, laws and trends in volunteerism in libraries. Committee expressed interest in finding meaningful, necessary tasks for volunteers within the limits of space, needs, laws. Dianne and staff have a list of activities appropriate for volunteers, and will continue to work it. All recognize that volunteers add some work to the staff who train and oversee the activities; all also recognize the benefit to individuals and communities with active volunteerism. Teen “mandatory service” is a fully ‘other’ kettle of fish.

Business:

Chimney update: two contractors have done an on-site; many craftsmen in this category non-responsive or out of business. Of the two on-site, one has provided extensive initial information. Dianne will send out a quote to full board in anticipation of discussion at April board meeting.

4.17.2012 A&F committee minutes, GPL LBOT

Library trustees **trust fund for growth** (from Memorial Sheet): Lisa will start a separate CAP account at citizens to establish this account.

Other:

Ideas learned in Hooksett at trustee roundtable, brought back for discussion:

Electronic Device Borrowing Agreement – not necessary in Goffstown; we have a replacement disclaimer on device which reflects current policy.

Notary Public Service – available at both TDBank next door and at Town Hall; not a necessary service for GPL to provide as it's readily available nearby

Test Proctoring Policy- GPL does not have a distinct policy on this, but does reference practice in operating policies. Currently limited request for this service. Director will notify board if there appears to be a concern in the future.

Motion to adjourn at 5:45

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

NEXT meeting of Admin & Finance committee will be scheduled at a later date

Respectfully submitted,

Tess Marts