

June 29, 2012 Goffstown Public Library Administration & Finance Comm. Meeting, held in Room 106 Town Hall

MINUTES

Call to Order at 12:34

Attending: Lisa Iodice, Sue Plante, Tess Marts Also Attending: Dianne Hathaway, Director

Minutes of Last Meeting (5/31/12)

Moved to accept by Tess; Seconded by Lisa

Yea: 3 No: 0 Abstain: 0

New business:

Operational Policies to review, update, confirm, including but not limited to:

(Public) Volunteer Policy, Application, Agreement: Second read through; no changes to revised policy draft, however Application form suggestions made to encompass broader perspective of library support and encourage meaningful participation. Will come back to committee.

Calendar, budget and policy discussion meetings Summer 2012: Confirmed next meeting date (July 13); no other meeting dates set

ACA Health insurance impact: Director received a note from Town Administrator (Sue D) highlighting concerns for budget impact as GPL currently has two 30 hour positions (ACA defines full time employment at 30 hours). First question is date of implementation. Committee presumes law allows to the 2014 budget cycle. Cost implications would be significant to add a benefit package (budget currently reflects accounts for one of the newly eligible positions due to retirement and realignment of staff in June). Committee requested HR review the new alignment of staff and original intention of staffing plan...i.e., some positions were fully intended as part time only; hourly re-alignment may be in the best interest of community & patron demands and maintain balance full and part time positions.

Budget Review – first ‘go over’, 2013: Highlighted areas:

- Benefits lines (see above);
- Employee Development – tuition reimbursement for 2012 encumbered; will maintain same figure for 2013.
- Telecommunications lines, anticipate increase – for now \$1,000 to relieve circulation desk of hand message-taking and potentially allow tie in to town departments.
- Maintenance Charges – Building: Increase just under \$4,000. Between chimney repair and front door repair, this line will be over-expended with no other work done. This has been a flat lined for too long and expenses are increasing significantly. Rotted wood at base and first floors of elevator shaft is becoming urgent.
- Copier/Cassie – has doubled our revenue for the year to date. Those revenues are split in two areas, Maintenance Charges, Equipment (line 54330) and Electronic Services (line 69200)

Old business:

Personnel Manual progress on cut & paste preliminaries: DH indicated it's on her plate from HR committee. Lisa and Tess reviewed the 'down and dirty' drafting we're really seeking for baby steps. DH will secure a copy of the current Town Personnel Handbook and do the simple cut and paste of 'what we currently have for language' into the generic model we're hoping to refine. There was a bit of confusion previously; we should be able to move forward on this soon.

Trust fund for Growth – to be established

Other:

A patron concern came forward to a trustee re: participation of visiting grandchildren in summer programming. DH will resolve confusion.

Motion to adjourn made by Tess at 1:45; Seconded by Lisa

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Reminder items on our to-do list: Policy reviews and creation: Personnel Handbook (HR/A&F shared); Director Hiring and Relief from Duty; Law Enforcement request; Reference; Technology

Draft minutes of this meeting will be available to the public 5 business days hence, on July 9, 2012

NEXT meeting of Admin & Finance committee will be _July 13, 1:00-3:00___, 3rd floor GPL

Respectfully submitted

Tess Marts