

**Goffstown Public Library  
Human Resources Committee Meeting – January 22, 2020  
6:00 p.m. 3<sup>rd</sup> Floor Meeting Room**

Call to Order at 6:17 p.m. by Kathy Holt, Chair

**Present:** Kathy Holt (chair), Diane Hebert, Kathy Coughlin, Dianne Hathaway

**Minutes of Last Meeting January 2, 2020**

Motion to accept with amendments by Kathy Coughlin, second by Diane Hebert.

Yea:   3   No:            Abstain:           

**New business:**

- LBOT self-evaluation: Finalized wording of some of the questions to elicit more helpful responses from respondents. We can assess how successful it is this year and make additional revisions to the survey if needed. Discussed formatting and showed analytics that are built into Google forms. Discussed where ask for names on the survey and how to encourage LBOT members to answer questions after reflection.
- Kathy Holt moved to authorize Kathy Coughlin to send out survey to LBOT members. Second by Diane Hebert. Motion passed unanimously.
- Developed draft job description for minute taker position to present to full board.

**Old business:**

- Discussed whether the addition of the 2020 health plan changes to the personnel manual required a vote of the board. Reached consensus that the full LBOT should be notified of the changes but no vote of the board is necessary since health plan is not in board's purview.

**Other:**

- Non-Public Session per RSA 91-A:3, II(b) The hiring of any person as a public employee.
  - 7:20 p.m. Motion to enter into non-public made by Kathy Holt, Seconded by Kathy Coughlin. Roll call in: Kathy Holt aye; Kathy Coughlin aye; Diane Hebert aye.
- Re-entered public session 7:49 p.m.

**Motion to adjourn made by Kathy Holt at 7:51 p.m.**

**Draft minutes of this meeting will be available to the public within 5 business days.**

NEXT meeting of Human Resources Committee – 2/26/20