

**Goffstown Public Library  
Human Resources Committee Meeting – February 26, 2020  
6:00 p.m. 3<sup>rd</sup> Floor Meeting Room**

Call to Order at 5:58 p.m. by Kathy Holt, Chair

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

**Minutes of Last Meeting January 22, 2020**

Motion to accept public minutes by Kathy Coughlin, second by Diane Hebert.

Yea:   3   No:            Abstain:       

Motion to accept nonpublic minutes by Kathy Coughlin, second by Kathy Holt.

Yea:   3   No:            Abstain:       

**New business:**

- Bylaws discussion as requested by the Board

The HR Committee discussed adding language to bylaws about removal of trustees from LBOT for violations of Town of Goffstown code of conduct, unauthorized speaking for LBOT, missed meetings, disclosure of confidential information.

Library RSAs do not address removal of trustee, only replacement through re-election.

Is the board authorized to set bylaws about removal in absence of specifics in RSAs?

Can bylaws address reprimand if not removal?

It shouldn't be a problem to add attendance expectation to bylaws: trustees have been voted in to do a job and attendance can be set as a reasonable expectation; so can sub-committee participation.

Town of Goffstown Code of Conduct (p 5) 2J states that officials have a duty to report violations of code of conduct; that implies a duty to act. RSA42.1 discusses Manner of Dismissal – Breach of Confidentiality, but that doesn't address all reasons why the LBOT might seek to remove a trustee.

Reasons for removal: attendance issues (how many, notifying the chair), lack of participation in sub-committees / attendance at sub-committee meetings, violation of Goffstown Code of Conduct, including breach of confidentiality.

There is some language in library RSAs about bylaws:

202-A:11: Except in those cities where other provision has been made by general or special act of the legislature, the library trustees of every public library in the state shall:

I. Adopt bylaws, rules and regulations for its own transaction of business and for the government of the library;

Summary of HR Committee Recommendations:

- Attendance: allowing no more than 3 regularly scheduled meetings per calendar year to be missed before disciplinary proceedings are initiated.
  - Sub-Committee participation: Recommend adding language to bylaws that participation in a sub-committee is mandatory for LBOT members. “All board members shall be assigned to at least one standing sub-committee.”
  - Violation of Goffstown Code of Conduct, trustee job description – add as cause for discipline / removal.
  - General category to add to bylaws: discipline, up to and including removal from LBOT.
  - Note to update language: Selectmen still in bylaws, change to Select Board. Order of Business: maybe instead of specifying order, just include as items to address at each meeting – boards can choose order.
  - What is process? Referral to full board, majority vote?
- 
- Review of LBOT Evaluation

HR Committee reviewed the results of the LBOT self-evaluation and noted areas to bring to full LBOT for discussion. Questions that need clarification / rewording were highlighted. (e.g. question about policies)

- Library Director Evaluation

The HR Committee discussed making Library Director evaluation a Google form, similar to the new LBOT self-evaluation. Kathy Holt recommends having 4 responses to a question to avoid people just choosing middle / average. Some of the criteria should be rewritten to reflect newly approved job description.

**Other / Action Items:**

- Diane Hebert will draft amendments to bylaws and send to HR / LBOT for review.
- Kathy Coughlin will work on clarifying the language in the policy questions (big picture, not origin) on the LBOT Self-Evaluation.
- Kathy Holt will work on updating the Library Director evaluation into a Google form format. The Google form will incorporate the new Library Director job description approved by the LBOT.

**Motion to adjourn made by** Kathy Holt at 7:56 p.m.

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

NEXT meeting of Human Resources Committee – 3/25/20

