

**Goffstown Public Library
Human Resources Committee Meeting – April 22, 2020
Remote Meeting via WebEx**

Call to Order via roll call at 6:00 p.m. by Kathy Holt, Chair

Present: Kathy Holt (chair), Aimee Gaudette (member), Diane Hebert (member), Kathy Coughlin (alternate), Dianne Hathaway (Library Director)

Chair Kathy Holt opened by reading the Right to Know Remote Meeting Checklist:

As Chair of the Human Resources Committee of the Library Board of Trustees, due to the COVID-19 Outbreak and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;

The Human Resources Committee of the Library Board of Trustees is utilizing a telephone conference line for this electronic meeting. The public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following telephone number 1-408-418-9388 and using the access code: 793 210 189, following any other instructions.

b) Providing public notice of the necessary information for accessing the meeting;

The Town previously gave notice to the public of how to access the meeting using the available telephone number with the posted agenda.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;

If anybody has a problem with telephone access, please call (603) 497-2102.

d) Adjourning the meeting if the public is unable to access the meeting.

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Minutes of Last Meeting February 26, 2020

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

Kathy Coughlin: yes; Aimee Gaudette: abstain; Diane Hebert: yes; Kathy Holt: yes

New business:Library Director Evaluation

- 20-21 Library Director evaluation: we need to finalize this soon so that Dianne is clear on goals and priorities that will be included in the 20-21 review. The committee jointly reviewed the document using screen sharing to address the following:
 - Rewording some of the evaluation criteria so that formatting of responses is clearer
 - Finalize wording for responses (e.g. exceptional vs. exceeds expectations)
- Further points of discussion:
 - Are all the criteria for evaluation clear to trustees / things trustees can fairly answer? Some members of the LBOT have more interaction with the Director / Library Staff.
 - Dianne Hathaway should be given time to review the document.
 - Kathy Coughlin’s work in creating the form was recognized.
 - The director’s evaluation process should be formalized. There’s a legacy process in place that is not written down anywhere and may be haphazardly carried out depending on the composition of the Board. Dianne has asked for the process to be formalized. There should be an opportunity for the Director to respond to the evaluation as well as some written report beyond the form itself.
 - HR should develop a process and recommend its adoption to the LBOT. The survey responses could be discussed at a Board meeting, a written report drafted, then presented to the Director. Whatever process gets finalized needs to be adopted so that it becomes consistent practice.

Action items:

- 1) Kathy Coughlin will send a copy of the 20-21 draft evaluation form to Dianne Hathaway for review / feedback
- 2) HR Committee will finalize the form next month, after Dianne’s input is received.

Policy Review

- Alternate Trustee Policy (currently slated for annual review): No changes needed. Kathy Coughlin made a motion to change the frequency of review to every 2 years. The motion was seconded by Kathy Holt.

Diane Hebert: yes; Aimee Gaudette: yes; Kathy Coughlin: yes; Kathy Holt: yes

- Director Removal from Position Policy: Recommended changes: replace “chairman” of LBOT with “chair”; correct omitted wording in “Vote of No Confidence” and eliminate “neglect” in Incapacity bullet. Kathy Coughlin made a motion to bring the amended policy for the LBOT. The motion was seconded by Dianne Hebert.

Aimee Gaudette: yes; Kathy Coughlin: yes; Diane Hebert: yes; Kathy Holt: yes

- Hiring of Director Policy: Recommended changes: replace “chairman” of LBOT with “chair”; separate out bullets that got mixed together (solicit approval to speak...); change “notice shall be given immediately to non-selected candidates” to “notice shall be given to non-selected

candidates immediately after receipt of signed contract.” Kathy Coughlin made a motion to bring the amended policy for the LBOT. The motion was seconded by Dianne Hebert.

Aimee Gaudette: yes; Kathy Coughlin: yes; Diane Hebert: yes; Kathy Holt: yes

Other:

- We need a review of the salary schedules published in the Personnel Manual to ensure we remain consistent with town’s.
- Non-Public Session per RSA 91-A:3, II(c) Matters impacting an individual’s reputation.
 - 7:10 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; Aimee Gaudette: aye.
- Re-entered public session 7:12 p.m.

Motion to adjourn made by Aimee Gaudetee at 7:20 p.m.

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

NEXT meeting of Human Resources Committee – 5/27/20