

Draft Minutes for Administrative and Finance Committee Meeting

Remote Meeting via Webex at 1:00 pm on 04/21/2020

Attendance: Aimee Huntemann, Minute Taker; Kathy Coughlin, Chair; Dianne Hathaway, Library Director (Attendance by roll call vote after reading of remote meeting checklist.)

Call to Order: 1:02 pm

Announcements: Kathy Coughlin read the Right-to-Know remote meeting checklist aloud. (See below for text)

Old Business:

1. Approval of Minutes from 03/04/2020: Aimee Huntemann made a motion to accept the minutes, Kathy Coughlin seconded. Aimee H, Yes; Kathy C, Yes- Motion approved
2. Kathy Coughlin emailed the welcome letter to the Foundation board members and received some questions from David Pierce and excited responses from others.

New Business:

3. Kathy Coughlin created a Google Doc for the CIP presentation information that includes previous CIP information and McFarland Johnson documents. Aimee will add/edit in blue, Kathy in black.
4. Kathy Coughlin will be sending a thank you letter to Lisa Iodice for her years of service on the Library Board.
5. Dianne Hathaway will contact SMP and McFarland Johnson for better estimates on length and cost of project.
6. Discussion of LBOT investment in the expansion project so far included: \$272,000 for land purchase, \$80,000 for feasibility study and the cost associated with mailing the survey with the town tax bills.
7. CIP Notes: Project would add 10,000 square feet to building and include renovation of existing building. We need to consider what a town/foundation split or ratio might be, though it is too early to set anything at this time. Will the LBOT offer any other offsetting costs for the project? The portion of the total to be funded by a capital campaign is to be determined. Estimated project start date is 2022. We may put an estimated total cost on the bond line with asterisks highlighting that all numbers are very early estimates. Talk of increasing legal fee line on CIP to \$10,000, and furnishings to \$300,000. The reason we didn't go forward in 2017 was due to CIP advice to do a feasibility study for better numbers. Schools are growing with population and the Library needs to as well, elevator was added in 1997 with attic renovation. Storage

space was taken to convert the attic into more public space. One toilet on the first floor in the children's room is something that needs to be addressed, especially since there is also a storage locker in the public bathroom. The one bathroom has issues with accessibility. Book safe fire suppression is something to be discussed with addition. Our one in, one out materials policy due to space restrictions is an issue. Note to check master plan but not quote it. Inaccessibility of materials while programs are running is an issue. Note to mention survey comments in CIP presentation and offer Library tours to CIP members.

8. Kathy will send Google Doc of Foundation Bylaws to foundation people as a read only file to help them get up to speed before their first meeting (date to be determined).
9. LBOT Agenda Item for May meeting: Vote to incorporate the foundation and ask Friends of the Library to fund the filing fee of \$75-\$100.
10. Articles of Incorporation: Kathy created a Google Doc for the articles. We will use information from Hopkinton, Mont Vernon, Baker Free and Bedford Library foundations to fill out the articles of incorporation with a deadline of Tuesday, April 28, 2020 for a rough draft.
11. Committee roles: we forgot to vote, but Aimee volunteered to be the Minute taker and Kathy agreed to continue as the Chair.

Motion to Adjourn: 2:15 pm

Next Meeting: Scheduled remote meeting with Jason and Fred of SMP and McFarland Johnson to work on CIP presentation scheduled for Tuesday, April 28, 2020 at 10:00 am.

Minutes submitted by: Aimee Huntemann

Town of Goffstown

Right-to-Know Law Meeting Checklist

As Chair of the Administrative & Finance 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 Administrative & Finance 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: 794 684 007, 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.