

Draft Minutes for Administrative and Finance Committee Meeting

Remote Meeting via Webex at 10:00 am on 05/08/2020

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: 10:07 am

Announcements: Kathy Coughlin read the Right-to-Know remote meeting checklist aloud.

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: 792 800 866, 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.

Old Business:

1. Approval of Minutes from 04/21/2020: Kathy Coughlin made a motion to accept the minutes, Aimee Huntemann seconded. Aimee H, Yes; Kathy C, Yes- Motion approved
2. Aimee Huntemann nominated Kathy Coughlin as committee Chair, Kathy seconded. Nomination approved. Aimee Huntemann will continue as minute taker.

New Business:

3. Review of Patron Behavior Policy, with added language to cover the requirement of face coverings during public health emergencies. Clarification- when recommended by public health officials. Renamed Visitor Behavior Policy. Aimee Huntemann made a motion to send the revised policy to the LBOT for a vote. Kathy Coughlin seconded. Kathy-yes, Aimee-yes, Motion approved.
4. Aimee Huntemann will take over the creating and emailing of the Remote Meeting Checklist for all LBOT meetings.
5. CIP Paperwork: Discussion of CIP plan and how to fill out the forms. Aimee and Kathy will review the language and have the forms ready for a LBOT vote on May 20. Discussion of cost split for initial expansion costs that would be on the ballot in March of 2021. Options would be to cover Fundraising and Construction Manager costs with Trustee funds, or to cover 25% of the estimated overall costs for this first part of the expansion project.
6. Foundation Incorporation: Aimee and Kathy will continue work on Articles of Incorporation and have those ready for a vote by the LBOT on May 20. We would also like the LBOT to vote to approve the appointment of the community members who have agreed to serve to the foundation.
7. Building Committee: We discussed creating an ad hoc committee of 5-7 members including a Library Trustee, 2 Library staff members, a Foundation member, and either a member of the Select Board or the Budget Committee. Dianne and Kathy will contact potential members to see if they are willing to serve. This committee would then be

overseen by the Building and Facilities Committee. This will need a vote by the LBOT to go forward.

Motion to Adjourn: 11:44 am

Next Meeting: TBD

Minutes submitted by: Aimee Huntemann