

Draft Minutes for Administrative and Finance Committee Meeting

Remote Meeting via Webex at 10:00 am on 06/04/2020

Call to Order: 10:00 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: 132 177 5727, 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.

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

Old Business:

1. Approval of Minutes from 05/08/2020: Kathy Coughlin made a motion to accept the minutes, Aimee Huntemann seconded. Aimee H, Yes; Kathy C, Yes- Motion approved
2. CIP Presentation: We read over Kathy's draft presentation and made suggestions. We talked through various questions that the CIP committee might ask and finalized the presentation.
3. Visitor Behavior Policy: This policy went to the LBOT and was kicked back for further review. We decided to change the language in number 10 to remove public displays of affection. New wording is: 'Disruptive behavior is inappropriate and...' This change includes any kind of disruptive behavior and breaks away from the language that could enable discriminatory actions. Dianne also changed any remaining instances of 'patron' to visitor. We are sending the policy to the LBOT to look at the new language before our June LBOT meeting. This allows us to meet again prior to that meeting to further rework the language if needed.

New Business:

1. Goals:
 - Budget work, review and oversight
 - CIP presentation and navigation of the process
 - Form the Foundation
 - Feasibility Study oversight

Action Items:

- Dianne will send the updated Visitor Behavior Policy to Kathy.
- Dianne will contact Diane Paradis about Building Committee.
- Aimee and Dianne will meet on June 12, 2020 to incorporate the Foundation.
- Kathy will email the policy to the LBOT with a deadline for feedback.
- Kathy will email the articles of incorporation to Aimee.

Motion to Adjourn: 11:24 am

Next Meeting: TBD

Minutes submitted by: Aimee Huntemann

