

Goffstown Public Library Board of Trustees

Minutes

June 17, 2020 Goffstown Remote Meeting via Webex

1. Call to Order via roll call at 6:32 – Silence Phones

Members present: Aimee Huntemann (Chair), Samantha Homan (Vice-Chair), Aimee Gaudette, Diane Hebert, Kathy Coughlin, Richard Manzo

Also present: Kelly Boyer (Select Board Representative), Dianne Hathaway (Library Director), Myriam Resnick (Minute Taker)

Missing: Kathy Holt

2. Public Comment/Guest Speaker/Correspondence

- Prior to Roll Call Chair Aimee Huntemann read the following Right-to-Know Law Remote Meeting checklist:

Town of Goffstown

Right-to-Know Law Meeting Checklist

As Chair 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 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: 132 230 2945, following any other instructions.

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

The Library 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.

3. Chairperson's Report

- Aimee Huntemann met with Dianne Hathaway to go over her evaluation on Friday, June 12, 2020.

4. Acceptance of Minutes

- Minutes for 05/20/2020 public session, typo corrected ("drive trough – drive through") under section 8, bullet 5.
Motion to accept corrected minutes by Samantha Homan, Seconded by Kathy Coughlin.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Aimee Gaudette – Yes, Diane Hebert – Yes, Kathy Coughlin – Yes, Richard Manzo – Yes.
Aye: 6, Nay: 0, Abstain: 0.
- Minutes for 05/20/2020 non-public session
Motion to accept minutes by Samantha Homan, Seconded by Kathy Coughlin. Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Aimee Gaudette – Yes, Diane Hebert – Yes, Kathy Coughlin – Yes, Richard Manzo – Yes.
Aye: 6, Nay: 0, Abstain: 0.

5. Acceptance of Donations

- There were no donations this month.

6. Financial Report: Monthly Manifest, Bank Statements, Treasurer's Report and Signatures

- Aimee Huntemann signed an employee change of status form for a former substitute.
- Aimee Huntemann signed step / market adjustment increase spreadsheet for submission to town hall.
- Clarification of monthly manifest: There were 2 charges for Dunn heating oil on the manifest. This was due to the March ticket not being sent to the library on time causing March and April to be paid in the same month.

7. Other Reports

a. Library Director's Report

- The staff seems to be happy working back at the library.
- Everyone is currently working on new plans for the summer experience as the original plans will not work under the new restrictions.
- Usually summer program information would be out by this time and registrations opening soon.
- The summer program is planned to be offered between July 6, 2020 – August 14, 2020.
- The state library used CARES funds to buy subscriptions to Read Squared (<https://www.readsquared.com/>), a summer reading platform, for two summers.
- Dianne Hathaway and Patti Penick are finishing the staff reviews.

- Phase 3 of the library reopening has been planned and added to the library director's report. There is no definitive date for the implementation. However, July 1, 2020 is the currently desired date.
- Face shields have been purchased for staff that has direct close contact with visitors.
- Dianne Hathaway requests a vote to waive all overdue fines and printing/copying cost. In 2019 the library collected \$2,297.54 in overdue fines and that amount has been going down. This year it has been less than \$1,000. Aimee Gaudette suggests a "guilt jar".
- The GMILCS board will meet tomorrow, June 18, 2020. During this meeting there will be a vote on the 2021 budget (fiscal year starts July 1). The GPL dues will go up by \$175.
- Statistics for three months have been added to the report.
- Kathy Coughlin suggests to detail phases, their start dates and duration for the reopening plans for future reference.

b. Administration and Finance Committee Report

- Aimee Huntemann and Kathy Coughlin attended CIP. Kathy's presentation went well. There were very few questions. A&F was fully prepared.
- The Visitor Behavior Policy was changed according to the LBOT feedback.
- Goals: Budget process, CIP process, Form Foundation, Oversee Feasibility Study.

c. Buildings and Facilities Committee Report

- Samantha Homan will get estimates from multiple companies for elevator room siding painting/scraping/repairs.
- Dianne Hathaway sent research about Building Committees to the B&F members. B&F will work on a job description and mission for Building Committee
- Goals: Recruit, research and build framework for Building Committee.

d. Human Resources Committee Report

- The committee worked on the revised Library Director evaluation forms.
- Goals: Finalize development of evaluation process, begin developing transition plan, review job descriptions as needed, review pay matrix and personnel manual.

e. Friends of the Library Update

- October 17, 2020 is the second Book Sale (9 am- 3 pm) with a bag sale during the last hour. Volunteers are needed for set-up and break down Oct. 13-16 and 18.
- Once Upon A Pie: Competition and Auction is scheduled for November 21, 2020.
- All dates are tentative.

8. Report on Meetings of Note: Diane Hebert (July: Richard Manzo)

- No mentions of the library on the planning board.
- June 8, 2020 Select Board meeting:
 - The Select Board thanked Dianne Hathaway and the library staff for their remote work and for providing services during the closure of the library building.
 - Kelly Boyer presented the library's phased reopening plans and the pickup schedule. Everyone was very impressed with the way the GPL adapted to this new situation.

- The mowing schedule from Parks & Recreation is out.
- The request from Treasurer and Town Administrator to apply for a Tax Anticipation Note was approved. This is to ensure the town can maintain cash flow to meet its fiscal responsibilities.
- The Town is legally required to have enough cash flow to support the schools as well as the town expenses.
- The relatively high number of new Covid-19 cases in Goffstown appears to be due to the long-term care facilities in town.
- Chief Allard gave a report on the 24/7 coverage of the Fire Department. This is going well.
- Goffstown Police Department is still handling non-emergency calls over the phone. The lobby is open.
- Town Hall has opened back to the public. Hours have been slightly reduced to allow staff to catch up.
- Parks & Recreations has cancelled all summer programs.
- As all pools will be closed over the summer an increase in visitors at Glen Lake is anticipated.

9. Old Business

a. COVID-19 Update

- The board and committees are now allowed to meet in person. Due to the limited space in the library conference room the board will continue meeting via Webex until further notice. Committees are encouraged to meet in person if they can do so while adhering to social distancing guidelines.
- Phased openings have started across town.

b. Feasibility Update

- There are no updates.

10. New Business

a. Questions on reopening plan for phase 3?

- The library has started with phase 2. Staff has given out 974 items through parking lot pick up.

b. Vote on Visitor Behavior Policy

- Motion to approve the revised Visitor Behavior Policy by Diane Hebert, Seconded by Kathy Coughlin. Roll call vote: Aimee Huntemann – Yes, Aimee Gaudette – Yes, Diane Hebert – Yes, Kathy Coughlin – Yes, Samantha Homan – Yes, Richard Manzo – Yes.
Aye: 6, Nay: 0, Abstain: 0.

c. Update on Foundation

- Kathy Coughlin and Aimee Huntemann realized they were trying to use the wrong form to incorporate the foundation.
- Now the correct form is being filled out by Aimee Huntemann. Once it is ready all board members will need to sign it in person so it can be mailed in with a check.

d. CIP presentation overview

- Kathy Coughlin did a great job presenting the project. Some questions were asked but it went very well.

e. Budget work begins

- Dianne Hathaway is creating the preliminary budget. Once completed it will be reviewed by A&F before it is presented to the board.

f. Suspension of printing fees

- Dianne Hathaway suggests suspending printing and copying fees to avoid money handling by library staff.
- Credit Card use in the library is tied to the user's library card. As there are various reasons for visitors to use the library's printing and copying services without having a library cards (travel, new residents without proof of residency, etc.) the sole use of credit cards for these services is currently not feasible.
- Printing and copying fees is the only revenue the library gives to the town and therefore needs to be limited.
- The suspension of printing and copying fees is limited to phase 3.
- Motion to suspend copy/print fees for phase 3 of the reopening by Kathy Coughlin, Seconded by Aimee Gaudette. Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Aimee Gaudette – Yes, Diane Hebert – Yes, Kathy Coughlin – Yes, Richard Manzo – Yes.
Aye: 6, Nay: 0, Abstain: 0.

g. Suspension of overdue fines

- There are no overdue fines collected for juvenile materials owned by GPL. Replacement fines are still charged. Other library's materials in the consortium are handled according to the individual library's procedures.
- Patrons have to be reminded that the elimination of fines does not apply to outside materials, missing or damaged books.
- Patrons are billed the "lost material" fine after 40 days.
- Currently there is a \$3 cap per overdue item.
- Motion to eliminate overdue fines for GPL owned materials by Diane Hebert, Seconded by Aimee Gaudette. Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Aimee Gaudette – Yes, Diane Hebert – Yes, Kathy Coughlin – Yes, Richard Manzo – Yes.
Aye: 6, Nay: 0, Abstain: 0.

h. Items for Town Monthly Executive Report

- The board completed the annual evaluation of the Library Director.
- The Visitor Behavior Policy has been revised and approved by the board.
- The board approved the suspension of printing and copying fees.
- The board approved the elimination of overdue fines.

i. Miscellaneous

- Kathy Coughlin went through Trustee filing cabinet in the maintenance room.
 - Many files predate the digital age.
 - Most of the paperwork can be scanned and digitized for easier storage.
 - Some documents need to be saved in their hard copy form.
 - Dianne Hathaway locked away personnel files found in the Trustee cabinet.
 - A new, lockable cabinet needs to be purchased. As it will not be placed in the same spot it cannot be done until decisions are made on the renovation and refurbishment of the old part of the building.
 - Until the new cabinet is purchased and placed the board members are asked to make sure all board documents stored at their homes are accounted for.
- If a committee needs a non-public session a separate Webex meeting needs to be set up and entered.
- NHLTA nominations (Dianne Hathaway left the session for this discussion)
 - The NHLTA nominations cannot be discussed in non-public session. Dianne Hathaway is informed of this.
 - Kathy Holt wrote a letter to nominate Dianne Hathaway for Library Director of the Year. Some edit suggestions have not been incorporated yet.
 - Kathy Holt approached several people for letters of support, e.g. Kelly Boyer, Michael York, some of the town department heads.
 - HR will meet next week for a final review and approval to send the recommendation on to the board. Any additional thoughts and edits can be sent to Kathy Holt.
 - The nomination needs to be finalized and approved by the board in July for submission in August.
 - Kathy Coughlin suggests nominating the Friends of the Goffstown Library for the Friends category as well. Aimee Huntemann will create a rough draft that will be edited by Diane Hebert.
- Continental Paving parked equipment and vehicles on library lawn and lot without permission. Some damage has occurred and must be fixed. Dianne Hathaway contacted Adam Jacobs from DPW about this.

11. 'Parking Lot'

- Review Board Goals
- Statistics Breakdown is pertaining to online programming usage.
- Alternate Recruitment

12. 7:30 pm Non-Public Session per RSA 91-A:3, II (a,) was not held.
13. Motion to adjourn at 7:34 by Aimee Huntemann, no one opposed.

I certify that these minutes reflect the contents of this meeting to the best of my abilities.

A handwritten signature in black ink, appearing to read "M Resnick". The signature is written in a cursive, flowing style.

(Myriam Resnick, Minute Taker)