

Goffstown Public Library Board of Trustees

Minutes

May 20, 2020 Goffstown Remote Meeting via Webex

1. Call to Order via Roll Call at 6:34pm-Silence Phones

Members present: Aimee Huntemann (Chair), Samantha Homan (Vice-Chair), Kathy Holt, Kathy Coughlin, Diane Hebert, Richard Manzo, Aimee Gaudette – joined 6:44pm

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

2. Public Comment/Guest Speaker/Correspondence

- Prior to Roll Call Chair Aimee Huntemann read the following Right-to-Know Law Remote 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:790 411 992, 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.

3. Chairperson's Report

- Kathy Coughlin and Aimee Huntemann took a call with Jason and Fred from SMP and McFarland Johnson to get help with numbers and information for the CIP documents.
- Deadline for CIP Documents is May 22, 2020 and the Library Board is scheduled for presentation in person at town hall on June 4th, 2020 at 7:00 pm.
- Acknowledgement of Dianne Hathaway and the staff for their hard work offering new content for the community while working from home and planning for the future when they are back in the Library.

4. Acceptance of Minutes

- Minutes for 04/15/2020
Motion to accept minutes by Samantha Homan, Seconded by Kathy Holt. Roll Call Vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Kathy Coughlin – Yes, Kathy Holt – Yes, Diane Hebert – Yes, Richard Manzo – Yes, Aimee Gaudette – Yes.
Aye: 7, Nay: 0, Abstain: 0
- Unsealed minutes for 3/16/2020
Motion to accept minutes by Diane Hebert, Seconded by Samantha Homan. Roll Call Vote: Samantha Homan – Yes, Aimee Huntemann – Yes, Kathy Holt – Yes, Kathy Coughlin – Yes, Aimee Gaudette – Yes, Diane Hebert – Yes, Richard Manzo – Abstain
Aye: 6, Nay: 0, Abstain: 1

5. Acceptance of Donations

- There were no donations this month.

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

- Aimee Huntemann typed up a letter of agreement and authorization for the Teen Services Assistant to move from 30 hours/week to 40 hours/week, as negotiated at the time of hire.
- Monthly Manifest - Question about the charges for photocopier services clarified: Overages do not mean the library is over budget. The contract allows for a certain amount of copies and every month more than those are needed and charged as overages.
- Monthly Manifest – Question entry for Ace Hardware Goffstown in two different categories clarified: Different items on this receipt were used for different aspects (maintenance, programming).

7. Other Reports

a. Library Director's Report

- Data for statistics is being gathered but not yet completed since staff is not together in the building yet.
- An electrician is working on the outdoor light. It will take several weeks to get all materials.

- Plexiglass will be installed as soon as the technician has completed current work at city hall. This may take a few weeks.
- The cleaning staff was informed about the staff returning to the building on June 1st, 2020 and will go back to a 5 nights per week cleaning schedule.
- PPE has been purchased and arrived at the library.
- GMILCS will meet tomorrow and has met twice in between board meetings.
- The staff is happy to return.
- Staff schedule has been set for alternating workdays and will be sent out tomorrow.
- The staff will complete a daily health/wellness checklist through Google Docs. Kathy Coughlin emphasized that staff should be encouraged to stay home if they are sick or have any relevant symptoms.
- Dianne Hathaway is on vacation but available for assistance as needed.
- Phases 1 & 2 have been planned and put in the report. Later phases will be shared as they approach. Long term planning is not possible as Covid-19 development is still fluid. Phase 3 is planned to include limited access to the library building for the public.
- When the library reopens to the public there will be a greeter at the door to control occupancy and to screen for symptoms of illness. Kathy Holt suggested adding a sign as well.

b. Administration and Finance Committee Report

- A & F discussed forming a Building Committee
- The Visitor policy was reviewed and a vote by the LBOT is recommended.
- A & F is looking to have the LBOT vote on incorporating the Foundation, to use Trustee funds for fees and to call for a first meeting so the Board of Directors can be appointed and start their own meetings.

c. Buildings and Facilities Committee Report

- Samantha Homan will get estimates for Siding scraping and painting of the elevator room as replacement was not needed per 2 different siding companies.
- B & F discussed the Building Committee plan and how it would work.

d. Human Resources Committee Report

- Alternate Trustee Policy will be moved to every 2 years for review instead of an annual review.
- A vote on updates to the Director Removal from Position Policy is recommended.
- A vote on updates to the Hiring of Director Policy is recommended.

e. Friends of the Library Update

- The Friends of the Library had a cleanup day.
- The June Book Sale has been postponed. It may be rescheduled or cancelled.
- 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 are scheduled for November 21, 2020.
- The Friends of the Library have encumbered funds for the museum passes until the end of 2020.

8. Report on Meetings of Note: Samantha Homan (June: Diane Hebert)

- There was no specific mention of the library at any meeting.
- Select Board Meeting:
 - No detours for the Henry Bridge Road Project are planned.
 - The Rail Trail may be cleaned up and sections turned into a more park like setting.
 - The town has received funds to cover cost and missed revenue etc. but has moved not to expect it due to some restrictions and the impact on the Fire Department's ability to claim fees not covered by insurances for ambulances.
- The school district got permission to negotiate lower rates for heating oil. This includes the library.
- Discussions of Covid-19 relief programs and financial aides.
- The town is considering a drive through option for supervisor of checklist on June 2, 2020 and for residents wanting to change their party affiliation. This will be set up either in the parking lot behind town hall or at DPW. Alternatively, two sites may be set up, one for Pinardville and one for the rest of the town.
- Town Hall is preparing to reopen.
- DPW is still working in rotating shifts.
- Economic development is considering a bridge at the end of the rail trail to increase the foot traffic to village businesses.

9. Old Business

a. COVID-19 Update

- The library is still closed.
- Dianne Hathaway and her staff are working on receiving returns safely and setting up curbside pickup. Over 3,700 materials are out.

b. Feasibility Update

- Aimee Huntemann and Kathy Coughlin talked on the phone with Fred and Jason of McFarland Johnson. They received preliminary numbers based on what construction cost are now.
- The CIP forms will be transmitted digitally. They include preliminary numbers and reasons for the expansion. They will also be copied to the board members.
- The expansion is needed as there is not enough space. This becomes especially obvious during children's programming.
- There will be two additional articles in March 2021. These will be for the use of Trustee funds and to fundraise for construction manager and pre-construction cost (approx. \$337,500). The remainder of the pre-construction will be coming from the town (approx. \$112,500).

- A third warrant article would come in 2022 to cover actual construction cost. This will be in the millions range.

10. New Business

a. Discussion of Reopening Plan, Service expectations, Staff returning to the building.

- Most details for phase 1 & 2 are in the Library Director's report.
- Reopening will be a slow process.
- Computer use will be crucial to some of our population. Dianne Hathaway says that only 2 computers can be used per floor (a total of 4 computers out of 6) at the same time. Protective keyboard and mouse covers will be replaced after every user. Users need an appointment for computer usage via event keeper. Computers cannot be moved or separated by plexiglass due to wiring and other equipment. New laptops were considered but decided against in favor of the budget.
- Cleaning of handrails and surfaces must happen regularly.
- A solution still must be found for avoiding large gatherings in any area of the library.
- Restroom usage is not a concern as per a pediatrician giving a webinar on reopening says there is minimal risk of transmission if people are screened before entering and follow hygiene recommendations.
- Patrons are asked to hold materials if someone in the household is sick.

b. CIP Presentation discussion and possible vote.

- The CIP documents show what the whole of the project includes.
- One funding chart was included twice in the proposal as it spans more than one calendar year and the charts may need to be filed separately for each year.
- McFarland Johnson was hesitant to give precise numbers.
- The numbers on the documents are the best estimate but subject to change.
- We do have a number to be brought forward for a warrant article.
- The presentation still needs to be prepared.
- The \$80,000 for the feasibility study are not included but mentioned to avoid confusion.
- Some things were listed as separate items as they did not seem to fit any category.
- Cost breakdown by effort only has one chart intentionally. Dianne has a cost breakdown per year as well.
- A vote is needed to send off the documents.
- Motion by Kathy Holt to go forward to the June 4, 2020 CIP meeting, Seconded by Samantha Homan. Roll Call Vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Aimee Gaudette – Yes, Kathy Coughlin – Yes, Kathy Holt – Yes, Diane Hebert – Yes, Richard Manzo – Yes.
Aye: 7, Nay: 0, Abstain: 0

c. Vote on Director Removal from Position and Hiring Director Policies.

Director Removal from Position Policy

- The word “chairman” was changed to “chair”.
- The wording “Vote of Confidence” was changed to “Vote of no Confidence”.
- Some definitions were added.
- Grammatical errors were corrected.
- Motion by Kathy Coughlin to accept as presented, Seconded by Samantha Homan.
Roll Call Vote: Aimee Huntemann – Yes, Samantha Homan – Yes,
Aimee Gaudette – Yes, Kathy Coughlin – Yes, Kathy Holt – Yes, Diane Hebert – Yes,
Richard Manzo – Yes.
Aye: 7, Nay: 0, Abstain: 0

Hiring Director Policy

- The Word “chairman” was changed to “chair”.
- Grammatical and formatting errors were corrected.
- Non selected candidates will now be informed after a signed contract is received. This is to avoid losing alternate candidates in case the first choice backs out.
- Motion by Samantha Homan to accept amended policy, Seconded by Kathy Coughlin. Roll Call Vote: Aimee Huntemann – Yes, Samantha Homan – Yes,
Aimee Gaudette – Yes, Kathy Coughlin – Yes, Kathy Holt – Yes, Diane Hebert – Yes,
Richard Manzo – Yes.
Aye: 7, Nay: 0, Abstain: 0

Visitor Policy (not on agenda)

- The word “patron” is to be changed to “visitor” to include non-library card holders.
- A rule was added that allows to make face coverings mandatory during a public health crisis. RSA citations will be added to prove the legality of this precaution.
- Visitors are advised to stay home when they are sick.
- The word “shoes” is to be changed to “footwear”.
- The section regarding reception of request for hearing is ambiguous. It has been specified to say has to be received within 5 business days of receipt of notification. The two remaining time frames (14 & 30 days) will remain calendar days.
- Number 10 regarding disruptive public displays of affection needs to be more specific. The following issues need to be discussed further:
 - What constitutes an inappropriate public display of affection?
 - Will all areas have the same standard or will the children’s area have stronger restrictions?
 - How to avoid bias towards couples that staff members or visitors deem inappropriate?
 - The staff should be trusted to make good judgement calls.
- Voting will take place after further review.

d. Vote to incorporate Foundation using Trustee funds, vote to approve appointment of Foundation Board of Directors.

Incorporation of Foundation

- The foundation will need access to the library director's credit card for various fees.
- Funding is needed from either the Trustees or the Friends of the library.
- The foundation articles are as follows:
 - Name: Goffstown Public Library Foundation.
 - Purpose: Goffstown Public Library Foundation is a volunteer non-profit organization dedicated to raising and managing funds for the expansion and renovation of the Goffstown Public Library.
 - Membership & Participation: The Goffstown Public Library Foundation Board of Directors will be composed of 5 to 9 directors. The Board will include a chairperson, vice-chairperson, secretary and treasurer. Majority vote is required.
 - Disposition of assets: After construction and renovation of Goffstown Public Library any funds still present will be put into a trust that will be managed by the Goffstown Public Library Trustees of the trust fund. This may be put into an existing trust or a new trust for the purpose of upkeep or renovation of the Goffstown Public Library.
 - The fifth article is the address of the Goffstown Public Library, 2 High Street, Goffstown, NH 03045.
 - Goffstown Public Library Foundation will be able to hold cash, checks, stocks or bonds.
 - The Goffstown Public Library foundation may apply for and use tax credits.
 - Liability article: The corporation shall indemnify each of its trustees and officers or former trustees and former officers or any person that may have served at the request of the Goffstown Public Library Foundation as a trustee or officer or of another corporation or partnership or joint venture or other enterprise to the fullest extent permitted by law
 - Two bullet points are relating to the IRS.
- The foundation bylaws are essentially the same as the articles.
- As the town owns the library building it is responsible for maintenance.
- A web domain has been set up.
- Members of the foundation board will be: David Pierce, Sue Riel, Lauren Gross, Evelyn Redmond, Bill Babine, Elizabeth Dubrulle and Kathy Coughlin. The library director and the chair of the Board of the Trustees will be involved as non-voting members.
- Motion by Kathy Holt to authorize incorporation of the foundation, Seconded by Kathy Coughlin. Roll Call Vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Aimee Gaudette – Yes, Kathy Coughlin – Yes, Kathy Holt – Yes, Diane Hebert – Yes, Richard Manzo – Yes.
Aye: 7, Nay: 0, Abstain: 0

Use of Trustee funds

- Motion by Kathy Coughlin to use up to \$200 of trustee funds for the incorporation of the foundation, Seconded by Samantha Homan.
Roll Call Vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Aimee Gaudette – Yes, Kathy Coughlin – Yes, Kathy Holt – Yes, Diane Hebert – Yes, Richard Manzo – Yes.
Aye: 7, Nay: 0, Abstain: 0

Appointment of Board of Directors

- Motion by Diane Hebert to appoint the board of directors for the foundation, Seconded by Kathy Coughlin. Roll Call Vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Aimee Gaudette – Yes, Kathy Coughlin – Yes, Kathy Holt – Yes, Diane Hebert – Yes, Richard Manzo – Yes.
Aye: 7, Nay: 0, Abstain: 0

e. Discussion of forming an Ad Hoc Building committee and possible vote.

- A & F suggests creating a mixed committee consisting of trustees, foundation members, Friends of the Library member, staff, community member, select board representative or budget committee representative to focus on the expansion.
- B & F committee will be part of the Ad Hoc committee.
- Dianne Hathaway made a list of potential members for this committee. Kathy Coughlin contacted the people on the list. Patti Penick has already agreed to join. We are still awaiting more replies.
- Motion by Kathy Coughlin to form an Ad Hoc Building committee, Seconded by Diane Hebert. Roll Call Vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Aimee Gaudette – Yes, Kathy Coughlin – Yes, Kathy Holt – Yes, Diane Hebert – Yes, Richard Manzo – Yes.
Aye: 7, Nay: 0, Abstain: 0

f. Reimbursement from the Trustees of the Trust fund (calendar item)

- Every year the Trustees owe the library the income from their trust funds.
- June 9, 2020 will be their next meeting.

g. Board Goal Setting, review of long-range plan and building program (calendar item)

- All committees are asked to discuss their goals. These goals are to be presented and discussed during a future board meeting along with any goals for the board.

h. Items for Town Monthly Executive Report

- The CIP documents will be submitted. The appointment with the committee is set for June 4, 2020.
- The Board heard the plans for the first two phases of reopening, starting June 1, 2020 and approved them.
- The Board approved revision of the Director Removal from Position Policy and the Hiring of Director Policy.

- The Board approved the incorporation of the Goffstown Public Library Foundation and appointed the first directors.
- The Board approved the formation of an Ad Hoc Building committee.

11. 'Parking Lot' – on agenda, not discussed

- Review Board Goals – on agenda, not discussed
- Statistics Breakdown– on agenda, not discussed
- Alternate Recruitment– on agenda, not discussed

12. Non-Public Session per RSA 91-A:3, II (a) The dismissal, promotion or compensation of any public employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

- Kathy Coughlin will take minutes.
- Motion to enter non-public session by Kathy Holt, Seconded by Kathy Coughlin. Roll Call Vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Aimee Gaudette – Yes, Kathy Coughlin – Yes, Kathy Holt – Yes, Diane Hebert – Yes, Richard Manzo – Yes. Aye: 7, Nay: 0, Abstain: 0
- Meeting moves into non-public session at 8:27pm.

13. Adjournment at 9:13pm.

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



(Myriam Resnick, Minute Taker)