

Draft Minutes for Administrative and Finance Committee Meeting  
Remote Meeting at Goffstown Public Library & Webex at 10:00 am on  
07/02/2020

Call to Order: 10:06 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: 132 422 5682, 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 07/02/2020: Kathy Coughlin made a motion to accept the minutes, Aimee Huntemann seconded. Aimee H, Yes; Kathy C, Yes- Motion approved

New Business:

2. Update from Dept. Head meeting: The meeting focused on vacation time and had legal counsel weigh in on quarantining after vacations when people leave the state. If a staff member tests positive the entire Library would have to shut down for 2 weeks.
3. Budget:
  - Discussion about identifying underspent lines. Lines underspent this year are not indicative of overbudgeting, but of the circumstances of Covid-19.
  - Covid-19 related expenses are currently being covered by Emergency management under municipal relief. For example, PPE and the purchase of 2 laptops for the ability to keep things going in the event of another stay-at-home order.
  - Budget calendar is not yet set. We are hoping to vote on Budget in September or at a special meeting between the August and September meetings if needed.
  - Budget reduction in books and publications, and an increase in E-subscriptions and contracts mainly for Hoopla as there has been increased usage there.
  - Town is moving to Office 365 for better remote work options. We are waiting to know final costs, but the estimate is approximately \$1,200, but might be less. We are currently using Office 2016, and the public will continue to use that at the Library.
  - Telecommunications: Discussion of merging the Library onto the same dark fiber network as the town. This would allow IT to recover emails and things if there are problems. The Library is the only town department on its own dark fiber. There was an increased cost for the change. Dianne will seek clarification on why merging would cost us more.
  - Computer Line: There was discussion of merging Library computer contracts with the town. Trustees were wary of combining too much with town, as we do have

separate governing bodies. This will likely come up again in the future for more discussion.

- Tuition Reimbursement: This budget line will have a slight change as the person requesting it will be earning a degree over 3 years instead of 2 years.
- Travel line: This was mentioned as a potential place to make small cuts, but they would not be significant and that line is likely to be used as normal next year.
- Minimum Wage: We continue to watch the state to gauge any coming changes to the minimum wage.
- Budget Reduction Requests: If a reduction in budget is asked for during budget considerations, the one place to cut would be changing one full-time, 40 hour position to a part-time 20-25 hour position. The biggest portion of our budget are the wage lines.
- Dianne checked and fixed the formula for the last line of the budget work sheet, added the requested dollar amount of change column and updated this committee.

Action Items:

- Aimee will finish Articles of Incorporation and leave it at the Library for signatures.
- Dianne will get clarification about cost increase for merging dark fiber networks with the Town.

Motion to Adjourn: 11:28 am

Next Meeting: Wednesday, August 5, 2020 at 11:30 am at the Library and via Webex

Minutes submitted by: Aimee Huntemann