

**Goffstown Public Library  
Human Resources Committee Meeting – July 22, 2020  
Remote Meeting via WebEx**

Call to order at: 6:01pm.

The meeting opened with the reading of Right to Know Remote Meeting Checklist:

**Town of Goffstown Right-to-Know Law Meeting Checklist**

As Chair of the Human Resources 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 Human Resources Committee 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 3275740, 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 meeting posting.

***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.

### **Roll call in**

Kathy Holt, chair (husband Jim Dawson also in room); Aimee Gaudette (no one else in room); Kathy Coughlin (no one else in room); Aimee Huntemann, guest (no one else in room); Diane Hebert (no one else in room).

Aimee Huntemann left the meeting at 7:04 pm.

### **Minutes of last meeting – 6/24**

Missing – time of adjournment, supplied by Kathy Holt. Minutes of 6/24 meeting were corrected.

Motion by Kathy Holt to approve minutes as amended. Seconded by Aimee Gaudette. Roll call vote: Aimee Gaudette, yes; Diane Hebert, yes; Kathy Holt, yes.

### **New Business**

#### Director Review Document

- The committee discussed feedback / suggested edits received on the draft Director Review Document that guides the LBOT Chair's presentation of review data to Library Director. LBOT chair Aimee Huntemann felt it would provide good guidance for conducting the meeting.
- The HR Committee will provide a draft copy of the document, incorporating suggestions agreed to during the 7/22 meeting to Dianne Hathaway for comments before finalizing the document and presenting it to the full LBOT for a vote.

#### Performance Based Pay Increases

- The HR Committee and Aimee Huntemann (representing A&F) discussed whether the performance-based pay increase wording in the GPL personnel manual was sufficiently clear or needed to be revised. The consensus was that the current verbiage works and no changes are needed.

#### August meeting modality

- The committee discussed whether to meet in person or remotely. The committee's August meeting will be held remotely.

#### Action Items

- **Kathy Coughlin:** clean up / format Director Review document and send to Dianne Hathaway for feedback.

**Motion to adjourn made by Kathy Holt at 7:14 pm.**

**Draft minutes of this meeting will be available to the public within 5 business days.**

NEXT meeting of Human Resources Committee – 8/26/20