

Goffstown Public Library Board of Trustees
Minutes
September 16, 2020 Goffstown Public Library, First Floor

1. Call to Order at 6:00pm -Silence Phones

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

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

Additional Attendees and Presenters for SMP and McFarland Johnson Presentation (6:00 – 7:06):

Jason LaCombe, Fred Moch, Sherri Larson, Elizabeth Weilbacher, Elizabeth Dubrulle, Lauren Gross, Cyndi Burnham, Patti Penick, Stacey Desrosiers, Sue Riel

2. Public Comment/Guest Speakers/Correspondence

Presentation by SMP and McFarland Johnson, speaker: Jason LaCombe

- The presented design is an update of the plans presented to the Buildings & Facilities Committee approximately one month ago. This redesign incorporates the received input and is hopefully a viable and practical option for the expansion of the library.
- The addition will have two stories. The third floor of the original building will become a staff only area.
- The main factors for the design are accessibility of the library's collection, functionality and how to add on to a beautiful, historic building in a respectful manner.
- A three-story addition was dismissed as it would overpower the original building.
- The ribbon cutting will hopefully happen in 2023.
- Exterior
 - The new addition would be placed where the current parking lot is located and create an I-shape that will bring the library building closer to the street.
 - The concept is to bring the library building closer to the street to be more open and engaging toward the community.
 - A courtyard will be created in front of the original library entrance.
 - The remainder of the library's lot (on the north side) will mostly be paved and create approximately 47 parking spots. The functionality will depend on things like drainage and snow removal plans.
- First Floor
 - The new entry will be a vestibule on the north side of the building leading into an open concept area with the circulation desk, new releases, a lot of media, grab & go items, a socialization area and a coffee station.
 - Behind the circulation desk will be an access door leading to a staff work area and a separate break room.
 - The location of the circulation desk allows for a clear line of sight down the existing building as well as the addition.
 - The original buildings entry level area will become the kid zone which will expand all the way to the current front doors.

- The back area of the current children's library will become the children's program room with glass doors on either side to keep visibility while creating an enclosed space.
- The kid zone will have a family restroom.
- The kid zone is also meant to be designed so no one has a need to enter it unless they have children. This is meant as an additional safety feature for the children.
- The other end of the l-shape will become a community room for events. It can be divided in a 1/3 – 2/3 ratio. There will also be a drop-down security gate to make it safely usable after hours.
- The community room will be a self-contained module with restroom access.
- Second Floor
 - The original building's core function is to maintain and highlight the historic appeal of the building.
 - The center room ("History Room") will serve as a lobby or gallery space.
 - The original stack room will be turned into a meeting space with the built-in perimeter stacks still in use.
 - The south reading room will be turned into a reading room again.
 - The new staircase adjacent to the original building will lead into a transition area with the elevator lobby and computer spaces.
 - A few extra stairs or a ramp will lead into a higher floor elevation with a reference desk that will have clear line of sight through the original as well as the new building.
 - The young adult area will be near the reference desk and the adult area in the long end of the l-shape with study rooms between the two sections.
- Third Floor
 - The meeting room will be kept as a meeting room.
 - The remaining space will become work and storage space for the staff.
 - The third floor can be converted back to patron space should the library outgrow the expansion.
- Design Elements
 - The west view of the building will show the front of the original building as well as a part of the expansion. For that reason, the west and south side of the addition should be transitional in design between the historic and new building.
 - The west side will have masonry, brickwork, and granite to play off both the historic and the new architecture on the north side.
 - The south side will have similar architecture as the west side but adds a large glass front that will have a comfortable reading area in the adult library. This opens up the activity inside the library to be visible from the intersection and makes the library more inviting.
 - The trees in front of the library will remain but may need to be cut back a little.
 - The view down from School Street will be level to the roof.

- The roof will be flat with equipment on top, potentially adding a solar array at some point.
- The north view will have a simple entryway with an 8-foot overhang to protect entering and exiting patrons from the elements. It will have a painted texture to look friendly and inviting.
- The interior design is tentative and will be customized once the structural design is approved.
- Questions & comments:
 - How much collection space would we gain? The exact collection space has not been calculated yet, but the square footage would improve.
 - How would the book return work? Will there be an internal book return? The book return is planned to be an exterior drive up option only.
 - The town is looking to potentially remodel the intersection. How will this impact the library expansion? According to Kelly Boyer there are no formal plans for the intersection yet. However, the town has purchased the house on the corner for future purposes. If a remodel should occur the library would only be impacted if a traffic light were added.
The addition would go over the property line by approximately 2 feet.
 - Have you been working with the historic society or district? How is the modern style going to impact the status of the building? The National Park standards for historic buildings were followed in the designs. Copying of historic features is not desired but instead creating a design that pays homage to the historic original.
McFarland Johnson has worked with the state preservation alliance and state historic preservation office on several other objects and the library's design is in keeping with what they have been looking for in the past.
The town has not yet been contacted as the design needs to meet the library's requirements first and then the details on the exterior design can be modified if necessary.
The building is not part of the local historic district.
 - Could the north side of the building be done in brick as well? Would that lower maintenance? It could be done in brick.
 - What needs to be done about solar control on the south facing window? A sunshade would be added to help with heat and glare, but the trees should also provide some protection from the sun. Electrochromic glass (tints with the intensity of the sun) can be added.
 - Why is the roof flat? A pitched roof would dominate the historic building and take away too much. It also causes high risk of injury due to snow sliding off at high speeds in winter.
Snow load standards have increased and with proper maintenance it is a viable option. Drainage will be added with potential snow melting devices.
 - What happens to the current stairwell? The current stairwell will be maintained as a staff walkway and emergency exit. The current restroom would become a staff only restroom.

- Why is the History Room called that? It is out of respect for its origins and the marble plaques. It is supposed to be changed back into a research and reading room. The exact function will be determined in cooperation with the library staff, the trustees, and the foundation.
- Could there be a window paying homage to the popular arched third-floor window somewhere in the public space?
- Will young adults truly feel they have an area for themselves with adults passing through to get to their area? There is an alcove behind the stacks that will be turned into a cozy area and the entire young adult section will be created with age appropriate design elements.
- What are the plans for the study room's sound containment? They will be acoustically dampened but not soundproof.
- What are these lines near the elevator? These are four steps up to the young adult area. The split level was necessary due to the low ceiling heights on the entry level of the original building. A ramp will be built from the elevator lobby.
- The ground floor door behind the circulation desk does not appear feasible for a good workflow. This will be addressed with the staff.
- The staff will have a separate meeting to discuss functionality and staff workplaces in the next 2-3 weeks.
- There is a copy center and hospitality station near the circulation desk for staff or public use.
- What are the wiggly lines in the children's area? Those are curved stacks that are on wheels.
- What is the capacity of the community room? It is 1150 square feet. Pre-Covid capacity would be 80 people with tables and chairs or 120 people in auditorium style. It would comfortably fit 100 people.
- What materials will be used for flooring and ceilings? That has not yet been discussed.
- Is there any proposed kitchen and break room space? The staff break room will have a small kitchenette with refrigerator, a small table with chairs and storage space for personal belongings. The community room will have a space for coffee and snacks during events.
- Where will the utility sink be located? It is not yet on the plans, but the former water service entry area will probably become a janitor space with utility sink.
- Will the chairs and tables fit in the storage spaces in the community room? Yes. The storage is calculated to fit most of the furniture under the assumption that some furniture will always remain in the room. How much can fit exactly will depend on the types of tables and chairs.
- Are any windows visible from the circulation desk? Yes.
- Can a working fireplace be added to the History Room? It is possible to add a fireplace for ambiance only, but it needs a lot of consideration. The fire department would need to sanction this.
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- Do we have a separate entrance and exit? No. The entrance area is very spacious though.
- What is the redesign for the original emergency stairwell? It will be ripped out as it creates pinch points. A new open stairwell will be built in the addition. This creates a connected, open space.
- What is the square footage of the addition? The gross square footage of the first floor is 3591 square feet and 3818 square feet for the second floor. This totals an additional 7409 gross square feet.
Currently only about 60% of the square footage are utilized. This percentage will be improved as well.
- The computer stations are only on the second floor in the design. These are tentative as a discussion needs to happen about fixed computers vs. laptops vs. tablets.
- What are the next steps? The Buildings & Facilities committee will look at the design and discuss it. Please email any feedback to Aimee Huntemann or Diane Hebert. Community input sessions will follow in October 2020. All questions and feedback will be sent back to the design team.
- The design is supposed to transition the building's look from the original building (1909) to an addition in tune with the year 2023 (projected ribbon cutting). It should reflect the openness of a modern library as well as being built for durability and longevity. The interior is supposed to fulfil the library's needs for years to come.
- The north side could be done in fiber board.
- The new location of the parking lot makes entering and exiting the parking lot a little safer. It also adds more parking to the village outside of library hours.
- The budget has not been looked at. The design and functionality will be created first and then adjusted to fit the budget.
- Can some peak be added to the roof?
- Would the building's addition impact the library's registration as a national historic building? Could the building be redesigned to tie in a little more with the historic nature of the historic library – especially on the north side? The west side is a great transition piece.
- Aimee Huntemann asks to please send any additional feedback.

3. Chairperson's Report

- The foundation paperwork has come back. It will be filed with the town clerk and IRS work needs to be done. The foundation will start their work soon.
- Dianne Hathaway sent out some workshops and webinars.

4. Acceptance of Minutes

- Minutes for 08/19/2020. Under 7a, bullet 5 “of the Covid-19 plan” has been added after Phase 4. Typos were corrected: “accrued” to accrued (7a, bullet 9) and “the” to “they” (7e, bullet 2).

Motion to accept amended minutes by Kathy Holt, Seconded by Samantha Homan.

Aye: 7, Nay: 0, Abstain: 0.

5. Acceptance of Donations

- Donation of \$100 from Peggy and Chester Waryasz, unrestricted.

Motion to accept the donation by Kathy Coughlin, Seconded by Samantha Homan.

Aye: 7, Nay: 0, Abstain: 0.

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

- Aimee Huntemann signed a check to Ingram for \$14.28 for a book from the McKinnon memorial.
- Aimee Huntemann signed a check to the Town of Goffstown in the amount of \$14.28 for ‘The Body in the Garden’ to reimburse the general fund for the McKinnon Memorial.
- Aimee Huntemann signed a check for \$7.79, reimbursement for lost and returned book
- Aimee Huntemann signed an employee change of status form for a performance-based increase.

7. Other Reports

a. Library Director’s Report

- The library has extended its hours and is open on Saturdays now. Staff is present 6 days a week with parking lot pick up and lobby selection.
- The computer reservations have dropped.
- The GMILCS board meets tomorrow, September 17, 2020.
- The long-time system administrator retires at the end of the year. The personnel group is working on processing this.
- GPL is participating in the state’s ILL (inter library loan) program but most material comes through GMILCS.
- There have been no issues with people calling from the parking lot for their pickups. As the lobby is open it is not of great concern.
- Dianne Hathaway did help a patron with Wi-Fi.
- The Wi-Fi extends into the parking lot but has been secured more to reduce the chance of abuse. The library has been flagged by Comcast for suspected illegal activity in the past.

b. Administration and Finance Committee Report

- Budget work has been done. Numbers are still getting in and the committee is waiting on the State vote about minimum wage in case it will change the wage matrix.
- The form and letter of consent from the Friends was mailed in to resubmit. They are waiting for a letter from the State.

c. Buildings and Facilities Committee Report

- Pest control was called for the removal of a 2nd hornet nest.
- They are waiting for the touchless faucet to arrive and be installed.
- They discussed roles and responsibilities of the Building Committee and will draft a mission statement and job description.

d. Human Resources Committee Report

- Recommendation for the new Library Director Evaluation forms and procedures have been made.
- The committee will meet remotely through October.

e. Friends of the Library Update

- They did not meet.

8. Report on Meetings of Note: September: Samantha Homan (October: Kathy Coughlin)

- Select board meeting of August 24, 2020: Kelly spoke to the reopening plan.
- Select board meeting of August 31, 2020: Donations for improvements to the rail trail were accepted.
- Economic Development Council on September 2, 2020: No Pumpkin Regatta will be held this year. Neither will be Friday Night under the Lights which means there will be no Polar Express either. Dianne Hathaway is looking into a live stream instead and possible fundraiser.
- CIP went through. Many questions were asked about the funding.

9. Old Business

a. COVID-19 Update

- One person refused to wear a mask. They refused to speak to Dianne H but were verbally abusive to staff. Dianne Hathaway sent her an email, but her response was that she would not use a mask and therefore will not use the library until policy changes.

10. New Business

a. HR Recommendation for Library Director Evaluation

- Kathy Coughlin made some updates to the evaluation forms:
 - Director's Self Evaluation: She took out what the number to the scoring is.
 - Director's Self Evaluation: She copied and pasted the scale though.
 - Director's Self Evaluation: She added "Do you ensure that..." to several questions.
- Director's Self Evaluation:
 - Multiple questions were consolidated or deleted if duplicate:
 - Under library statistics" "Are statistics provided at monthly LBoT meetings?"
 - Annual state reporting: Number 2, 3 and 5 "Is annual state reporting completed on time?"

- Questions need to be rephrased in the past tense to reflect that they look back at the past year.
- Clarify what statistics Dianne Hathaway provides.
- Move operating statistics into director's report and change it to library statistics and director's report.
- Send all final input on content to Kathy Coughlin by Monday or the input will not be counted.
- As this is an internal document minutia and terminology does not need to be discussed further, just content.
- The review document has been updated.
 - Sections were added based on what the scoring would be.
 - Textboxes were added as those expand and leave lots of room for comments.
 - At the bottom you can see what has been changed and different recommendations.
 - Pages 1-3 are the relevant pages.
- Should we spell out how the math is done?

b. Budget

- Budget decisions have been pushed back due to Covid-19 and various other factors.
- The vote on the new retirement system will be held in the next week. There can still be a vote on the budget anyways.
- Does this budget include enough money if Covid-19 goes on for another year? Cleaning supplies are currently coming in through the fire department paid by CARES money. It has not been put in the budget but if need be less books can be purchased to compensate for unexpected cost.
- The service desks will not get plexiglass. This would be especially relevant for protection in the children's area which would be opened last. The staff has masks and all public facing staff have face shields as well.
- The town's emergency stockpile is a community supply.
- The low heating oil budget (\$1979 vs. \$2500 for 2020) is due to a newly negotiated service plan. Prices are currently low, \$1.799/gallon as part of a contract with the schools.
The library averages 1100 gallons/ year.
A suggestion was made to raise the heating oil budget to \$2100 in case of a very cold winter (an increase in the budget of 2.97%). This would add approximately 85 gallons.
- The budget vote is postponed until the numbers for the new retirement system are known. If necessary, an emergency meeting will be called.

c. Items for Town Monthly Executive Report

- McFarland and SMP held their presentation.
- Donations were accepted.
- The Director Evaluation Documents were discussed.
- The budget was discussed.
- The Foundation certificate number came in.

d. Miscellaneous

- Nobody has heard from NHLTA.
- Kathy Coughlin has contacted the Foundation Board and suggested holding a first meeting to vote on bylaws, roles, do paperwork, etc.
- A public input session for the expansion will be held Saturday, October 17, 2020 at 1pm. public input session. The location is to be determined.
- Comments on the presentation:
 - Originally the first-floor staff workroom and breakroom were three separate rooms (a staff workroom, a breakroom, and an office). Two of these areas were combined into a larger staff working area.
 - The kid's programming area was originally planned for the community room. Now it is in the old library space with glass doors to keep the children contained.
 - Jason LaCombe and Fred Moch were very responsive to feedback. The suggestions from prior meetings have shown in tonight's presentation.
 - Is the staff break room separate enough to give a true break? The staff is happy with it. One staff asked for a small couch.
 - It would be great to have an arched window in the public area. Maybe the shape of an arched window can be mimicked on the second floor in the teen area or in the study rooms. Maybe a large decal could be used.
 - The building committee needs to be ready to answer questions about flat roof issues.
 - The white section of the north side needs to be changed so it will not be too much of a transition.
 - Could the dynamic between young adults and adults become an issue? So far, the community has been good about sharing space. Potentially the teens could be moved to the South reading room.
 - The gender-neutral restrooms are well received.
 - The third-floor space can be reutilized if needed.
 - It is a solution that is future proof as best as possible.
 - Is the addition hurricane and earthquake proof? What about flood proofing?
 - Please send all input to Samantha Homan by Monday.
 - Kathy Coughlin will send out information and a request for feedback to the foundation. Dianne Hathaway will email pdfs of the designs to Kathy Coughlin to forward to the foundation as well.
 - Not enough easels are available for all 4 boards for the public input session.
 - Furniture will be decided later, and existing furniture will be used wherever possible.
 - A suggestion was made to reach out to area libraries that recently renovated and get feedback on their process. Any input will be evaluated for relevance to the Goffstown Public Library.

11. 'Parking Lot'

- Statistics Breakdown
- Alternate Recruitment

12. 7:30 pm Non-Public Session per RSA 91-A:3, II (a,) was not held.

13. Adjournment at 8:21pm

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 "Myriam Resnick". The signature is written in a cursive style with a large initial "M".

(Myriam Resnick, Minute Taker)