

**Goffstown Public Library
Human Resources Committee Meeting – October 28, 2020
Remote Meeting via WebEx**

Call to order at 7:01 p.m.

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: 132 679 8485, 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.

Roll call in

Kathy Holt, husband in room; Aimee Gaudette, no one in room; Diane Hebert, no one in room; Kathy Coughlin, no one in room; Dianne Hathaway, one staff member on 3rd floor.

Minutes of last meeting – 9/23

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

New BusinessTimeline for Library Director Evaluation

Library Director Evaluation has always been done in March. Most newly elected members don't feel comfortable completing the evaluation. This past year, five members were up for (re)election. The HR committee discussed whether it would make sense to move evaluation to February so that members stepping down can complete it / new members don't have to.

The timeline for moving the evaluation up was discussed. HR would need to begin the process in November to get evaluation to LBOT / back before elections in March. This would move up the timeline for Dianne to complete her self-evaluation as well. Per Dianne Hathaway, she is fine with this. Kathy Holt has a draft timeline developed for 2022; she will update it for 2021 dates.

Dianne Hathaway reminded the committee that January / February may be heavier months because of public meetings, candidate's night, etc. The committee agreed that having the evaluation done / any step increase awarded by people who've worked with the director for the preceding year was important.

After initial recommendation to wait till 2022 evaluation, the committee agreed to move forward with changing the date for 2021 after Dianne agreed the timeline was okay.

There was also discussion about whether to do goal setting with the director at the same time as the earlier evaluation or on the usual timeline. New members might not feel comfortable setting goals with someone they've had one meeting with; on the other hand, an incoming board might have new priorities. The committee agreed after discussion that board priorities are more related to strategic planning than the Director's evaluation. The Board needs to review and set library goals to help guide the Director's goal setting.

The committee agreed to recommend the new timeline to the LBOT at the next meeting; HR is not meeting in November.

Motion to recommend new timeline to LBOT made by Diane Hebert, seconded by Aimee Gaudette. Roll call vote: Aimee Gaudette, yes; Diane Hebert, yes; Kathy Holt, yes.

Next meeting modality

12/23 meeting remote. No November meeting.

Upcoming meetings to address

Bylaws

Alternate Trustee Policy – not needed; changed to every 2 years.

Motion to adjourn made by Kathy Holt at 8:08 p.m.

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

NEXT meeting of Human Resources Committee – 12/23/20