

**Goffstown Public Library
Human Resources Committee Meeting – December 23, 2020
Remote Meeting via WebEx**

Call to order at 7:00 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: 132 354 4856, 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 – 10/28

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

Old Business

Library Director Evaluation

In November, Dianne Hathaway advised the HR Committee that IT Director Brian Rae had raised concerns about the security / confidentiality of conducting the Library Director's evaluation through Google forms. The committee agreed to address it at the December meeting.

The committee debated the pros and cons of continuing to use the form, going back to a hard copy evaluation, or looking for an alternative online option. Under the newly established evaluation timeline, the LBOT is scheduled to receive the evaluation questions in January so that the evaluation can be completed before the expiration of members' terms in March.

Given the timeline, the committee decided to continue as planned this year and seek an alternative process for the next evaluation by researching what other town departments / libraries do.

New Business

Proposed changes to the LBOT's bylaws were reviewed; a few additional changes were made.

Aimee Gaudette made a motion to send the revised bylaws to the full LBOT for review and vote. The motion was seconded by Diane Hebert.

Next meeting modality

1/27 meeting remote.

Action Items

- DH will send out proposed bylaws with tracked changes; Kathy Holt will provide a 'clean' document for people who prefer the document without markups.
- The committee will look for better method of doing the director's evaluation.

Motion to adjourn made by Kathy Holt at 7:43 p.m.

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

NEXT meeting of Human Resources Committee – 1/27/2021