

Goffstown Public Library Board of Trustees
Minutes
January 20, 2021 Goffstown Remote Meeting via Webex

1. Call to Order at 6:30pm -Silence Phones

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

Members excused: Richard Manzo

Also present: Dianne Hathaway (Library Director; one staff member working on the same floor), Kelly Boyer (Select Board Representative), Kristen Dawes, Don Descoteaux, David Pierce, Myriam Resnick (Minute Taker)

2. Public Comment/Guest Speakers/Correspondence

- Prior to Roll Call Chair Aimee Huntemann read the following Right-to-Know Law Remote Meeting checklist:

Town of Goffstown

Right-to-Know Law Meeting Checklist

As Chair 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 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: 132 230 2945, 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.

- The Foundation treasurer David Pierce is in the process of completing the application for a 501 (c) 3 tax status with the IRS. The Foundation board has reviewed it.
- Most charitable organizations provide services, funds, or goods to individuals. As the Goffstown Library Foundation provides funds to an organization the IRS requires more detail. David Pierce outlined in his response on the application that the foundation will solely provide funds to the Board of Trustees for the design, permitting and construction of the library addition. All funds must be formally requested, and their use properly documented. The treasurer will keep proper documentation and bookkeeping matching all positions shown in the bank account the Foundation opened at Franklin Savings Bank.
- The requirements for public hearings regarding sums larger than \$5,000 will be upheld.
- The Trustees thank David Pierce for all his commitment and hard work.
- The trustees received a lovely thank you card from the Library staff for gift bags.
- Kristen Dawes (Goffstown resident, two children) is interested in potentially becoming a Library Trustee.
- Don Decoteaux (Goffstown resident, one child) is interested in potentially becoming a Library Trustee.

3. Chairperson's Report

- A second Community Input Forum will be held at Stark Hall on 1/23/21 at 2:00 pm.
- The Trustees are asked to complete the Director's Evaluation no later than Friday, January 22nd, for timely HR review.
- The Town Deliberative Session will be held at GHS Gym on 2/2/21 at 7:00 pm.

4. Acceptance of Minutes

- Minutes for 12/16/2020.
Motion to accept minutes by Kathy Coughlin, Seconded by Aimee Gaudette.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Aimee Gaudette – Yes, Diane Hebert – Yes, Kathy Holt – Yes, Kathy Coughlin – Yes.
Aye: 6, Nay: 0, Abstain: 0.
- Minutes for Special Meeting on 12/23/2020. The periods in the money amounts are being changed to commas.
Motion to accept minutes as amended by Kathy Coughlin, Seconded by Diane Hebert.
Roll call vote: Aimee Huntemann – Yes, Aimee Gaudette – Yes, Diane Hebert – Yes, Kathy Holt – Yes, Kathy Coughlin – Yes, Samantha Homan – Yes.
Aye: 6, Nay: 0, Abstain: 0.
- Nonpublic Minutes for Interviews on 12/29/2020.
Motion to accept minutes and unseal them by Kathy Coughlin,
Seconded by Diane Hebert.
Roll call vote: Aimee Huntemann – Yes, Aimee Gaudette – Abstain, Samantha Homan – Yes, Diane Hebert – Yes, Kathy Holt – Yes, Kathy Coughlin – Yes.
Aye: 5, Nay: 0, Abstain: 1.

5. Acceptance of Donations

- Acceptance of a check for \$500, restricted to large print books and adult programs from an anonymous donor.
- Acceptance of a \$50 gift from Claudette Gurley, no restrictions.

Motion to accept donations by Samantha Homan, Seconded by Kathy Holt.

Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Aimee Gaudette – Yes, Diane Hebert – Yes, Kathy Holt – Yes, Kathy Coughlin – Yes.

Aye: 6, Nay: 0, Abstain: 0.

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

- Aimee Huntemann signed a check to \$900 to Jo-Ann Stores for the Creativebug subscription.
- Aimee Huntemann signed a check to Ingram for \$31.74 for McKinnon restricted books.
- Aimee Huntemann signed a contract with construction management company for work up to the vote in March. The contract includes a clause, that the company will only be paid if the warrant article is approved in March.
- A clarification was needed on a charge for birdseed and other items. It was for birdseed for a library program. The other items were replacement keys for the library.
- The public service charge is under heating oil. This will be corrected.
- The library returned around \$33,000 of unused funds to the town. This is an unofficial number. A large return of unused funds is unusual. But Dianne Hathaway was instructed not to use up these funds by the Trustees.
- Unused funds returned by other departments will be published on the town's website in the coming weeks.
- Donations to the library go into the Trustee's accounts and do not fall under unused funds that is returned to the town.
- Unused funds from all departments have been allocated to tax relief for residents.

7. Other Reports

a. Library Director's Report

- Candidates Night will be held on February 16, 2021. The public is not permitted at the event, but it will be televised live.
- The library lost internet service provider connection today, January 20, 2021. IT restored access after approximately 1 ½ hours.
- The reopening information is in Dianne Hathaway's report. It is the same information that was sent to the Select Board.
- Dianne Hathaway will start her town annual report.
- The year-end statistics are remarkably consistent through the year despite the pandemic.
- The statistics include a large amount of data that is owed to the state and the federal government.
- The library currently has 8,729 cardholders. This number will go down as the database will be purged of unused accounts at the end of the month. This is done every three years.
- In person library patron numbers were down by approximately 80%.

- There was a 78% increase in telephone support.
- Items borrowed are only down 29%.
- Digital services are up by 24.5%.
- The largest increase in usage was in the online teen programming.
- GMILCS meets tomorrow.
- Last week GMILCS met for a few hours.
 - They worked on goal development. Instead of reviewing existing goals they started from scratch.
 - The consortium is attempting to standardize procedures and regulations.
- EBSCO will not be paid for by the State Library anymore after June 30, 2021. GMILCS will discuss whether to continue the subscription and how to fund it. The consent is that a further subscription should be acquired.
- Hoopla cannot replace EBSCO as it is not provided throughout the consortium. Every library pays for its own subscription.
- Overdrive/Libby will not be a substitute for EBSCO either.

b. Administration and Finance Committee Report

- The Budget Committee voted to recommend our warrant article at the public hearing with a vote of 11-1.

c. Buildings and Facilities Committee Report

- B&F finalized Building Committee Roles and Responsibilities with LBOT feedback. A vote will be cast in Old Business.
- The elevator Call button was repaired on 1/6/21.
- The fire alarm panel and extinguishers were inspected on 1/6/21.

d. Human Resources Committee Report

- HR discussed a new platform for Director's Evaluation and decided to work on that in 2021 and continue with the current platform for the upcoming review.
- HR reviewed and edited bylaws and voted to recommend changes to the LBOT for approval. Discussion and vote in New Business.

e. Friends of the Library Update

- Will not meet until 2021.

f. Foundation

- The foundation approved their bylaws.
- They are working on creating a website.
- They are working on the IRS paperwork to get the 501c3 status. The paper version said a working website was needed for this step. The online version does not require this.

8. Report on Meetings of Note: Samantha Homan (Next Month: Diane Hebert)

- Dec 28, 2020 Select Board: Two Emergency situation came up costing approximately \$20,000 each. One was regarding the communications repeaters. The other was to handle the washout on East Dunbarton.
- Jan 11, 2021 Select Board: Kelly Boyer mentioned the new library website going up. Some discussion happened on the breakdown of the \$95,000 warrant article for the library addition and renovation.
- The Families First Coronavirus Response Act expired on December 21, 2020. The Select Board voluntarily voted to extend Covid sick leave and expanded FLMA for town employees through March 31, 2021.
- The Candidate Filing period for open candidacy ends on Friday, January 29, 2021 at 5pm. Candidates filing on the last day have to appear in person at Town Hall.

9. Old Business

a. COVID-19 Update

- One staff member tested positive. The exposure occurred outside of the library. They stayed out a little over 14 days on paid leave.

b. Discussion and vote on Building Committee Roles and Responsibilities

- The date was changed from 2020 to 2021.
- No specific names should be mentioned but just the roles and responsibilities.
- The Library Director needs to be specifically mentioned as a member of the Building Committee.
- All sections of the Right-to-Know law need to be followed. This is corrected in the document.
- The word draft was removed next to mission statement.
- Motion to accept the Building Committee Roles and Responsibilities as amended by Kathy Holt, Seconded by Kathy Coughlin.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Aimee Gaudette – Yes, Diane Hebert – Yes, Kathy Holt – Yes, Kathy Coughlin – Yes.
Aye: 6, Nay: 0, Abstain: 0.

c. Budget process updates

- Budget Committee voted to recommend the warrant article 11-1. One person voted no due to their concern with the project's overall cost.
- The Town Deliberative Session will be held February 2, 2021 at the GHS Gym. Aimee Huntemann will be present at this event and ready to present the library expansion project.
- An explanation of the warrant article content for the folder guides every household receives was submitted.

d. Community Forum Preparations

- The Community Input Session is scheduled for Saturday, January 23, 2021 at 2pm.
- Trustees are asked to please be present 30 minutes prior.
- It cannot be streamed due to internet constraints.

- It will be recorded and made available on the library website and YouTube channel.
- Jason LaCombe asked if the Trustees wanted any changes compared to the last one presentation. He will talk more about what happens once the warrant article is passed.
- Dianne Hathaway and Jason LaCombe worked on stack numbers. This will be added to the presentation.

10. New Business

e. Discussion of bylaws and vote

- HR reviewed the Library Board of Trustees' bylaws.
- The word bylaw needs to be spelled without the hyphen (bylaw, not by-law).
- The expectation for participation on regular meetings and committees (every Trustee needs to serve on at least one committee) has been set and disciplinary actions for non-compliance follow the town's example.
- The wording on the order of business was changed from "shall be" to "shall include".
- Terminology regarding Alternates voting was changed.
- The term select men was changed to select board.
- Motion to accept the amended Library Board of Trustees bylaws by Samantha Homan, Seconded by Kathy Coughlin.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Aimee Gaudette – Yes, Diane Hebert – Yes, Kathy Holt – Yes, Kathy Coughlin – Yes.
Aye: 6, Nay: 0, Abstain: 0.

f. Review GPL Policies Matrix.

- It is a spreadsheet of all library policies, when they were last updated, who reviews them and how often they are reviewed.
- The matrix is color coded. Purple policies are next under review. Blue policies are started reviews. Red policies are to be reviewed by A&F. Pink marks the bylaws. As these were just reviewed the color will be changed.
- Dianne Hathaway suggests a change in the review periods as the pace set by the current review schedule is not sustainable.
- Some of the review time frames can be changed to "every 5 years or as needed".

g. Prepare for Town Deliberative Session.

- Aimee Huntemann has comparison charts of the library size of towns with similar population and population numbers of towns with similarly sized libraries. The numbers will be checked for accuracy.
- Aimee Huntemann will be ready with stack sizes as well.

h. Discussion of LBOT seats on the ballot for March, and alternate recruitment, updates

- Two potential Trustee candidates are participating in today's meeting. One more person showed interest in running but has not yet contacted Aimee Huntemann.

i. Board Self-Evaluation gets sent out.

j. Items for Monthly Executive Report.

- Reminder about the community forum on Saturday, January 23, 2021.
 - Kelly Boyer announced it at the last Select Board meeting.
- The Board is completing the Library Director annual performance review.
- Donations were accepted.
- The Board approved the Building Committee Roles and Responsibilities.
- The Board approved their revised bylaws as recommended by HR.

k. Miscellaneous

- Community Input Session Advertisement and Invitations:
 - Invitations have been sent out to the Select Board members.
 - It was advertised in the school communications.
 - Dianne Hathaway placed a Facebook ad.
- Aimee Huntemann communicated with several patrons on Facebook about the library's opening status. She explained why the library is not completely open.
- One issue with reopening was a temporary shortage of staff.
- Don Decoteaux and Kristen Dawes were asked to sign up and fill out the candidate questionnaire if they decide to run for the Library Board of Trustees.

11. 'Parking Lot'

- Statistics Breakdown
- Alternate Recruitment

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

13. Adjournment at 8:00pm.

I certify that these minutes reflect the contents of this meeting to the best of my abilities.



(Myriam Resnick, Minute Taker)

Action Items

- The Trustees are asked to complete the Director's Evaluation no later than Friday, January 22nd, for timely HR review.
- All Trustees are asked to be at Stark Hall no later than 1:30pm this Saturday, January 23, 2021.