

Goffstown Public Library Board of Trustees  
Minutes  
December 16, 2020 Goffstown Remote Meeting via Webex at 6:30 pm

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

*Members present:* Aimee Huntemann (Chair), Aimee Gaudette, Kathy Holt, Kathy Coughlin, Diane Hebert

*Members excused:* Samantha Homan (Vice-Chair), Richard Manzo

*Also present:* Dianne Hathaway (Library Director), Fred Mock (McFarland Johnson, left at 7:43pm), Jason LaCombe (SMP architecture, left at 7:43pm), 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.

- Doreen Bergeron and Patti Penick contacted Aimee Huntemann to convey her appreciation of the staff appreciation gifts. They said it was very thoughtful and unexpected and wanted their thanks to be relayed to all Trustees.
- Presentation by Fred Mock of McFarland Johnson and Jason LaCombe.
  - Update on warrant article
    - Aimee Huntemann attended the select board meeting on December 7, 2020 and presented the revised warrant article. The select board voted unanimously to move forward.
    - The budget committee voted yesterday, December 15, 2020, 12-1 to move forward with the warrant article. One member had serious concerns about the overall cost of the project.
  - Construction manager selection process
    - Proposals are due Monday, December 21, 2020. Jason LaCombe will send the documents via dropbox.
    - All companies show great interest in the project and a representative from Bauen toured the facility.
    - After receiving the proposals, the Board is asked to reduce the shortlist to two companies for interview.
    - Interviews will be held December 29, 2020 at 1pm, 2.15pm and potentially 3.30pm. They have not been posted. Dianne Hathaway will follow up with Derek Horne and will post the date if necessary.
    - Interviews are usually kept to approximately one hour with a follow up conversation after.
    - The interviews will probably be held via Webex but Dianne Hathaway will look into a possible hybrid model of having with two or three Trustees being in a room together during the interview.
    - The key during the interviews is to get an impression of the way relationship and cooperation during this project will happen as any company moving to the interview stage will be highly qualified and have a reasonable proposal.
    - References should be checked after creating the shortlist but before the interviews as they may bring up some questions.
    - The same person or people should call the references so if there is a perception bias it will be the same perception bias for all conversations.
    - HR is meeting on December 23, 2020. The construction manager shortlist discussion will be added to this meeting. The meeting is scheduled for 6pm.
    - Kathy Coughlin will create a Google Doc of potential questions and share it with all Trustees.
    - Aimee Huntemann will forward the relevant information to Samantha Homan and Richard Manzo.

- Review final schematic design drawings
  - The collection size of the current library compared to the library after the addition needs to be calculated. Jason LaCombe and Dianne Hathaway will discuss this.
  - The mechanical room will be removed from its current location to create more space in the children's area.
  - Two new mechanical rooms will be added onto the roof as an extension of the original roofline and into a new basement area below the welcome area.
  - These areas will accommodate more than just the mechanical rooms and can house the network rack.
  - The primary heating and cooling system will be an air source heat pump. The current outdoor condensing units will be removed and replaced by a more sophisticated system.
  - The HVA system is not planned with any specific Covid related technology. Some technologies are available and can be discussed and added later at additional cost. An increase of filtration and ventilation rates is a simpler version of mitigating some of the possible contamination.
  - There is an error on the document listing materials discussing dorms. This will be corrected.
  - All restrooms will be single use restrooms. Due to code, they must be designated as either men's or women's restrooms, but they will be equipped the same and can be relabeled as unisex after Certificate of Occupancy is granted.
  - The cost of all brick versus the proposed combination of brick and other siding cannot be answered at this point but will need to be resolved with the assistance of the construction manager at a later point.
  - The sewer line under the proposed site of the expansion will be moved.
  - The added mechanical area on the third floor adds a stair to the second floor. This leaves a secondary fire escape route after removal of the emergency stairs leading from the third floor to the first floor.
  - The current elevator cannot hold a gurney but is ADA compliant. This is sufficient by code.
  - Displays should be added to the original lobby gallery as concerns over an empty room have been raised. It could be used as a rotating exhibition space for library materials or local artists.
  - The existing brick of the current library can be matched but would be laid in a different pattern. On the side of the entrance an aluminum siding with a printed wood (25-year print warranty) look is proposed as an accent piece.
  - The issue of keeping the teen area noise at bay without blocking it off needs to be discussed further.

- Flooring is primarily planned in carpet tile. The community room is proposed to have a luxury vinyl or other resilient, easy to clean, high-quality flooring. This will be compensated with sound absorbing ceiling material.

### 3. Chairperson's Report

- Nothing to report.

### 4. Acceptance of Minutes

- Minutes for 11/18/2020. Dianne Hathaway's name was corrected under the first bullet of 7b.

Motion to accept minutes as amended by Kathy Coughlin,

Seconded by Aimee Gaudette.

Roll call vote: Aimee Huntemann – Yes, Aimee Gaudette – Yes, Diane Hebert – Yes,

Kathy Coughlin – Yes, Kathy Holt – Yes.

Aye: 5, Nay: 0, Abstain: 0.

- Minutes for special meeting on 12/02/2020. Information about an earlier proposed project was corrected under 3a was corrected.

Motion to accept minutes as amended by Kathy Coughlin, Seconded by Diane Hebert.

Roll call vote: Aimee Huntemann – Yes, Aimee Gaudette – Yes, Kathy Holt – Yes, Diane

Hebert – Yes, Kathy Coughlin – Yes.

Aye: 5, Nay: 0, Abstain: 0.

### 5. Acceptance of Donations

- Acceptance of 10, \$10 gift cards from Hannaford Supermarket to be used as giveaways tied to a program, valued at \$100.
- Acceptance of 10 canvas bags from Hannaford Supermarket to be used for a Teen program, valued at \$20.
- Acceptance of original painting by Diane Gove Ryan, bequest by her mother Dottie (Dorothy) Gove, valued at \$350.00. The painting depicts the library and has no use restrictions connected to the donation.
- Acceptance of 5, \$5 gift cards from Hannaford Supermarket for live online Program "Holiday Swaps: Eat this, Not that" which took place on 12/11/2020.
- Acceptance of \$3,130 from the Friends of the Goffstown Public Library, with \$2,830 of that total funding the museum pass program.
- Acceptance of a \$500 donation from Kurt and Carole Huxel, no restrictions.
- A special Thank You will be extended to the Friends of the Library and the Huxels.
- Motion to accept donations by Kathy Coughlin, Seconded by Kathy Holt.  
Roll call vote: Aimee Huntemann – Yes, Aimee Gaudette – Yes, Kathy Holt – Yes, Diane Hebert – Yes, Kathy Coughlin – Yes.  
Aye: 5, Nay: 0, Abstain: 0.

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

- Aimee Huntemann signed a check to Ingram for \$4.87, for McKinnon restricted funds.
- Aimee Huntemann signed a check to Ingram for \$9.12 for McKinnon restricted funds.
- Aimee Huntemann signed check #5 to McFarland Johnson for \$14,308.11, for phase 2 of the feasibility study. The library has not paid them in full, but the majority has been paid.
- Dianne Hathaway will check the McKinnon fund balance and report it to the Trustees.

## **7. Other Reports**

### **a. Library Director's Report**

- The Budget Committee Public hearing will be held on January 12, 2021 at 7pm, with a snow date of January 14, 2021. It is planned to be in-person, possibly held at the Goffstown High School Gymnasium.
- The library will be closed tomorrow, December 17, 2020 due to the weather forecast. Staff will be working from home.
- The library's system has been upgraded to Office 365 and Microsoft Teams today, December 16, 2020. The Trustees will receive access to Outlook and won't be able to use their personal e-mails anymore once the access is granted.
- Statistics are stable. Compared to last year circulation is down by a third. This is still a good number considering the current situation. Phone and e-mail assistance have gone up 76%.
- GMILCS meets tomorrow, December 17, 2020. The new contract is very favorable.
- Cloud library is the least used digital platform and renewal will be reconsidered due to cost.

### **b. Administration and Finance Committee Report**

- Aimee Huntemann and Dianne Hathaway attended the Select Board meetings on November 23, 2020 and December 7, 2020, as well as the Budget Committee meeting on December 8, 2020.
- The Budget Committee asked about tuition reimbursement and books and publications lines in the budget. They will review warrant articles on 12/15.
- The Select Board voted, unanimously, to include the second warrant article on the March ballot. This is the smaller \$95,000 warrant article.

### **c. Buildings and Facilities Committee Report**

- Dianne Hathaway reported that updated sketches showed mechanicals in a basement area, which frees up room in the children's area.
- The addition will not need to adhere to zoning as it is part of the municipality, though it will have to be presented to the Planning Board.
- They completed a draft of the Building Committee Roles and Responsibilities document. This should be reviewed by the full LBOT for input and changes or questions.

**d. Human Resources Committee Report**

- They did not meet.

**e. Friends of the Library Update**

- They will not meet until 2021.

**f. Foundation:**

- They held their annual meeting.
- A bank account was established at Franklin Savings Bank in Pinardville with a \$100 donation from the Friends of the Goffstown Public Library.
- They are working on the IRS paperwork to get the 501c(3) status, the fee for that is \$600.
- They discussed creating a logo, website, and email.
- They voted to pass their bylaws.
- Dianne Hathaway will be added in the mailing list for meeting minutes.

**8. Report on Meetings of Note: Aimee Huntemann (Next Month: Samantha Homan)**

- The revised warrant article was proposed to and passed by the Select Board.
- The Budget Committee passed the warrant article too.
- The Budget Committee had some incorrect knowledge about the library and the expansion project. Aimee Huntemann updated them to the accurate information.
- The Budget Committee asked if the expansion was necessary. Aimee Huntemann laid out the necessity of the library, as well as the need for a larger space.
- A Budget Committee member suggested to a Select Board representative that the use of \$1.4 million unassigned funds to artificially lower the tax rate was unwise.
- The Select Board is considering a mask mandate for town buildings. The decision has been tabled to figure out the details (penalties, etc.) and feasibility. But town employees are keeping in line with social distancing, hygiene and mask wearing recommendations.

**9. Old Business**

**a. COVID-19 Update**

- The library will continue to operate under the current procedures.
- Dianne Hathaway keeps an open line of conversation with the staff about any Covid concerns.

**b. Staff Appreciation Gift Bags completed and delivered**

- Thank you for putting together and financing the presents to Samantha Homan and Kathy Coughlin.
- If anyone wishes to pitch in, they are welcome to either send some money to the two or to donate to the Foundation instead.

**c. Budget process updates**

- The Budget Committee hearing is being held January 12, 2021 at 7pm. Tentative location is the Goffstown Highschool Gymnasium.

## 10. New Business

### a. Discussion of Community Forum Dates for late January and vote

- Stark Hall has openings end of January.
- The proposed dates are January 23 or January 30, 2021.
- The forum is proposed to be televised.
- The postings for this meeting should include that all designs are drafts as there will not be a final design until later in the process.
- Motion to schedule the Community Forum for January 23, 2021 at 2pm by Diane Hebert, Seconded by Kathy Holt.  
Roll call vote: Aimee Huntemann – Yes, Aimee Gaudette – Yes, Kathy Holt – Yes, Diane Hebert – Yes, Kathy Coughlin – Yes.  
Aye: 5, Nay: 0, Abstain: 0.

### b. Discussion of Foundation’s plan to use Library window in logo

- The logo is similar to the library’s logo.
- The Trustees agree to the use of the proposed logo.
- One proposed slogan is “The Next Chapter”.

### c. Discussion of the draft Building Committee Roles and Responsibilities document

- The Building Committee and B&F will meet jointly to ensure a seamless cooperation.
- Kathy Coughlin will talk to the Foundation members to see if anyone is interested in joining the Building Committee.
- The Building Committee is an advisory committee only.
- B&F followed the example of another library and then asked for input from relevant sources, like Derek Horne, Jason LaCombe, etc.
- In the draft sections about the feasibility study and the construction manager hiring process need to be removed as these will be completed before the Committee is formed.
- The draft will be sent back to B&F and reviewed in January. Please send any additional questions, corrections and suggestions to Aimee Huntemann by Monday, December 21, 2020.
- B&F meets again on January 6, 2021.

### d. Discussion of newest addition drafts – on agenda, not discussed.

### e. Discussion of LBOT seats on the ballot for March, and alternate recruitment

- Richard Manzo is not planning to run for re-election. He has a potential replacement.
- Aimee Gaudette is not planning to run for re-election.
- Please invite potentially interested candidates to join a meeting.

### f. Discussion and vote on action items in minutes

- Action items will be included in the minutes. No vote is required.

**g. Items for Monthly Executive Report**

- Donations were accepted.
- The Trustees met with Jason LaCombe and Fred Moch for a look at updated schematics.
- The Chair updated the Board on meetings regarding the warrant article.
- The Community Input Forum is scheduled for January 23, 2020 at 2pm.
- Building Committee roles and Responsibilities have been reviewed.
- The Board discussed recruitment of new Trustees for the 2021 elections.

**11. 'Parking Lot' – on agenda, not discussed**

- Statistics Breakdown
- Alternate Recruitment

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

**13. Adjournment at 8:39pm**

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



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(Myriam Resnick, Minute Taker)

**Action Items**

- Kathy Coughlin will create a Google Doc of potential questions and share it with all Trustees.
- Trustees will review the submitted proposals, add their questions to the Google Doc and consider their own shortlist of two companies.
- Aimee Huntemann will forward the relevant information about the next steps in the construction manager selection process to Samantha Homan and Richard Manzo.
- Kathy Coughlin will have the Foundation secretary add Dianne Hathaway to the mailing list for meeting minutes and other relevant information.
- Dianne Hathaway will reserve Stark Hall for the Community Input Session on January 23, 2021 at 2pm and explore options to get the event recorded for live streaming or later posting.
- Aimee Huntemann will inform Samantha Homan and Richard Manzo about the date for the Community Input Session.
- Review the Building Committee roles and responsibilities draft and send any questions, suggestions and corrections to Aimee Huntemann by Monday, December 21, 2020.
- Please invite potential Trustee candidates for the 2021 election to Board meetings.