

Draft Minutes for Administrative and Finance Committee Meeting

Remote Meeting via Webex at 11:00 am on 02/04/2020

Attendance: Aimee Huntemann, Minute Taker; Kathy Coughlin, Chair; Dianne Hathaway, Library Director (Attendance by roll call vote after reading of remote meeting checklist.)

Call to Order: 11:03 am

Announcements: Kathy Coughlin read the Right-to-Know remote meeting checklist aloud.

Town of Goffstown

Right-to-Know Law Meeting Checklist

As Chair of the Administrative & Finance 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 Administrative & Finance Committee of 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: 132 317 0045, 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.

Old Business:

1. Approval of Minutes from 12/01/2020: Kathy Coughlin made a motion to accept the minutes, Aimee Huntemann seconded. Kathy, Yes; Aimee, Yes- Motion approved 2-0-0

New Business:

2. Reviewed Circulation Policy
 - Changes for consistency using the phrase 'state issued photo id'.
 - Dianne will double check the fines section with GMILCS to ensure we are using the correct information and let the committee know.

➤ Kathy Coughlin made a motion to recommend the Circulation Policy to the LBOT for approval, pending fine information, as amended. Aimee Huntemann seconded. Motion passed 2-0-0.
3. Reviewed Law Enforcement Request, Rights and Responsibilities of the Cardholder & Programming Policies.

➤ Kathy Coughlin made a motion to recommend these 3 policies to the LBOT for approval, as presented. Aimee Huntemann seconded. Motion passes, 2-0-0.
4. Reviewed Social Software Policy
 - Under commenting, a wording choice was made.
 - Changed 'will remove' to 'may remove'.

➤ Aimee Huntemann made a motion to recommend the Social Software policy to the LBOT for approval, as amended.
5. Reviewed Unattended Children Policy
 - Dianne will add a small quick reference chart for the ages and rules to the end of this policy for easier reference.

➤ Kathy Coughlin made a motion to recommend the Unattended Children Policy to the LBOT for approval, as amended. Aimee Huntemann seconded. Motion passes, 2-0-0.

6. Reviewed Reference Policy

- Made a change in Email requests from '24- hours' to '1 business day' for clarity and in case of unexpected closure.
 - Minor clarification in Electronic resources.
- Kathy Coughlin made a motion to recommend the Reference Policy to the LBOT for approval, as amended. Aimee Huntemann seconded. Motion passes, 2-0-0.

7. Reviewed the Policy Matrix

- Volunteer Policy would move to a 5-year review cycle.
 - Law Enforcement Requests Policy would move to a 5-year review cycle.
 - Cardholder Rights and Responsibilities would move to a 2-year review cycle.
 - Visitor Behavior Policy would move to a 3-year review cycle.
 - Unattended Children Policy would move to a 3-year review cycle.
 - Public Posting Policy would move to a 5-year review cycle.
 - Social Software Policy would move to a 3-year review cycle.
 - Deaccessioning and Receiving Gifts would move to a 2-year review cycle.
 - Merit Policy was removed from the matrix, as it is now part of the personnel manual.
 - Dianne will reorganize the policy matrix for consistent grouping by person/group responsible for review, and will update review dates.
- Aimee Huntemann made a motion to recommend the above changes to the policy matrix to the LBOT for approval. Kathy Coughlin seconded. Motion passes, 2-0-0.

8. Discussion of Deliberative Session and preparations:

- Discussed the Select Board comments about the Library Warrant article from their meeting on 1-11-21, that included misinformation.
- Dianne sent three documents for us to have during the deliberative session.

9. Action Items

- All action items were completed after the meeting and before these minutes.

Motion to Adjourn: 1:04 am

Next Meeting: TBD

Minutes submitted by: Aimee Huntemann