

**Goffstown Public Library
Human Resources Committee Meeting – March 24, 2021
Remote Meeting via Microsoft Teams**

Call to order at 6:04 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 1-469-998-7470 and using the access code: 833684798#, 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, no one in room; Diane Hebert, no one in room; Kathy Coughlin, no one in room; Dianne Hathaway, alone on 3rd floor of library.

Minutes of last meeting – 2/24/21

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

Old BusinessSecurity of Library Director Evaluation

Per Dianne Hathaway, IT confirmed that the Trustees have access to Office 365 including Microsoft Teams / Microsoft Forms. LBOT chair Aimee Huntemann was able to access. Dianne Hathaway could create the team in the platform. Dianne did not talk with IT about using Microsoft Forms for evaluation. The HR Committee discussed security issues – it is unknown whether Microsoft Forms is more secure than Google Forms; we need to find out. If it is more secure, we should transition over and do evaluation on this new platform. If not, we should return to hand tabulation of evaluations. We could still send out electronic copies of the evaluation questions but would need to make sure collection of results was done securely. We need to have a decision made by the May 2021 meeting.

Library Director Evaluation Tool & Process

Dianne Hathaway would like to see an “NA” option added. The HR Committee agrees and supports adding it as an option on the next evaluation.

Aimee Huntemann was the only trustee to provide feedback on the new evaluation tool and process. The HR Committee reviewed and discussed her feedback. The lack of broader input from the trustees is frustrating.

When / who sets the Library Director's goals was discussed. Some members of the LBOT have proposed having HR draft goals, then bring to the full board; members of the HR Committee feel that the full board should be involved because the committee is comprised of only 3 people. The HR committee should not function as be-all, end-all for the Director's goals. The committee agreed that goal setting should be done with input from the Library Director.

We could put in place a process where the full LBOT is polled for ideas, which HR can then take and craft into SMART goals. This would make a two-part evaluation process: board members complete the evaluation; goal setting would be done at a second meeting.

It would be helpful to have further training on SMART goals – many people are not well versed in the process; it is easy to overlap tasks and goals; writing SMART goals is not easy.

Part of the problem with evaluation / goal-setting is the board's detachment from the inner workings of the library. It is important to continue to work to refine the process. Boards change composition all the time as people come and go; the evaluation process needs to withstand those changes. We should aim to have a stronger evaluation and process in place for when Dianne retires and a new director comes on.

LBOT Self-Evaluation

The HR Committee reviewed self-evaluation responses from the LBOT, with a focus on questions that got “not sure” or “need help” responses. This may require some one on one work to get trustees up to speed.

The committee recommended some changes to question wording before the self-evaluation is sent out next year.

The HR Committee used responses to develop recommendations for addressing certain weaknesses – policy, strategic planning, onboarding of new trustees.

New Business

Survey of employees regarding leave policies

Tabled till next meeting

Next meeting modality

April 28, 2021 via Teams.

Action Items

- Dianne Hathaway will check to see if Microsoft Forms is more secure than Google Forms.
- At board level, talk about creating sub-committees on Teams.
- Diane Hebert will review director's job description and group responsibilities according to category as a first step to refining the director's annual evaluation.

- Kathy Holt will email LBOT chair / vice-chair re employee survey.

Motion to go into Non-Public Session per RSA 91-A:3 by Kathy Holt at 7:34p.m. Seconded by Diane Hebert.

- RSA 91-A:3 (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

Roll Call vote: Diane Hebert, yes; Kathy Coughlin, yes; Kathy Holt, yes.

Motion to come out of Non-Public Session by Diane Hebert at 7:51 p.m. Seconded by Kathy Holt.

Roll Call vote: Kathy Coughlin, yes; Diane Hebert, yes; Kathy Holt, yes.

Motion to seal the minutes of the Non-Public Session by Kathy Holt . Seconded by Kathy Coughlin.

Roll Call vote: Kathy Holt, yes; Kathy Coughlin, yes. (Diane Hebert did not return to public session.)

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