

Draft Minutes for Administrative and Finance Committee Meeting
Remote Meeting via Microsoft Teams at 10:00 am on 04/13/2021

Attendance: Aimee Huntemann, Minute Taker; Kathy Coughlin, Chair; Dianne Hathaway, Library Director, 1 staff member present on the third floor. (Attendance by roll call vote after reading of remote meeting checklist.)

Call to Order: 10:08 am

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

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 1-469-998-7470 and using the access code: 655 160 529#, 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 3/23/2021: Kathy Coughlin made a motion to accept the minutes, Aimee Huntemann seconded. Kathy, Yes; Aimee, Yes- Motion approved 2-0-0

New Business:

2. Fundraising RFP draft
 - Reviewed changes suggested by the Foundation board.
 - Aimee will change wording for media packet under deliverables.
 - Aimee will update wording for section 9.
 - Aimee will move budget portion to item #5 on the RFP.
 - Discussed that we'd need to advertise for the RFPs.
 - Aimee will flip announce decision and references under #11 and remove "by_____" from the notify section.
 - Discussed how the committee will need to draft non-compete agreement.

Kathy Coughlin made a motion to recommend the Fundraising RFP to the LBOT at the April full board meeting. Aimee Huntemann seconded. Motion approved 2-0-0.

3. CIP
 - Discussed the plan for 2021-2022, which includes fundraising, marketing, community forums, surveying, geotechnical work and finalizing our capital campaign goals.
 - Dianne will ask Rick at Parks and Rec to switch presentation dates with the Library so that we don't have to reschedule the June Foundation board meeting.
 - Dianne suggested having an itemized list of what work has been done, and what work is ongoing.
 - Fixed the numbers on the CIP spreadsheet.
 - Committee will review the updated Town Master Plan.
 - Dianne will send the 1-page breakdown of the \$95,000 warrant article, and the drafts of the Survey and Geotechnical RFPs to the committee.
4. Policy Matrix
 - A&F has 3 policies that need to be reviewed this year. Those policies will be reviewed in September.

5. Foundation Update

- The Foundation is watching various grant opportunities.
- If the infrastructure bill passes, it may include money for construction.

6. Action Items

- Aimee will make the changes to the Fundraising RFP as discussed and email to the committee and LBOT.
- Dianne will send Draft RFPs for survey and geotechnical work to the committee.
- Aimee will send timeline information to Kathy C for CIP presentation draft work.
- Dianne will ask about switching CIP presentation dates with Parks and Rec.
- Aimee will add discussion of RFP interviews to agenda for April LBOT meeting.
- Committee will review update Town Master Plan

7. Parking Lot

- Work on Marketing Consultant RFP to begin in May of 2021.
- Three Policies will be reviewed in September of 2021.

Motion to Adjourn: 11:26 am

Next Meeting: Tuesday, May 11, 2021 @ 3:00 pm at the Library. (Will review fundraiser proposals and make a short list for LBOT.)

Minutes submitted by: Aimee Huntemann