

Goffstown Public Library Board of Trustees
Minutes
May 19, 2021 Goffstown Remote Meeting via Microsoft Teams

1. Call to Order at 6:32pm -Silence Phones

Members present: Aimee Huntemann (Chair), Samantha Homan (Vice Chair),

Diane Hebert (her son is in the room), Kathy Holt,

Don Descoteaux (not alone in the room after 7:24pm), Kathy Coughlin (entered 6:40pm)

Also present: Dianne Hathaway (Library Director, other staff members on the floor),

Jim Craig (Select Board Representative), 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.

3. Chairperson's Report

- Welcome Jim Craig, our new representative to the Select Board.
- Library Beautification Day was on May 15th. Thank you to the Friends and Volunteers for helping to clean up the Library grounds.
- Annual Book Sale scheduled for June 5th, 9 am-2 pm. Help is needed June 1st through the 5th for set up, sale and break down.
- Select Board voted to uphold remote meeting mandate.

4. Acceptance of Minutes

- Minutes for 4/21/2021. Bullet 7e tents not capitalized, bullet10c too corrected to to.
Motion to accept minutes as corrected by Samantha Homan,
Seconded by Diane Hebert.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Don Descoteaux – Yes,
Kathy Holt – Yes, Diane Hebert – Yes.
Aye: 5, Nay: 0, Abstain: 0.
- Non-public minutes for 5/12/2021
Motion to accept minutes by Kathy Holt, Seconded by Samantha Homan.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Don Descoteaux – Yes,
Kathy Holt – Yes, Diane Hebert – Yes, Kathy Coughlin - Yes.
Aye: 6, Nay: 0, Abstain: 0.

5. Acceptance of Donations

- No Donations this month.

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

- Samantha Homan signed an employee change of status form for the resignation of a sub.
- Samantha Homan signed a check to Ingram for \$15.24 from the McKinnon restricted funds.
- Aimee Huntemann signed an employee change of status form for a new hire in the children's room.
- Aimee Huntemann signed an employee change of status form for a resignation in circulation.
- Aimee Huntemann signed a check to Citizen's Bank for \$83.58 using restricted funds for a teen/youth program.
- Aimee Huntemann signed a check to the Town of Goffstown for \$53.98 using restricted funds from Jenkins early literacy.
- Aimee Huntemann signed a check to Baker and Taylor for \$65.12 using restricted funds from Jenkins early literacy.
- Aimee Huntemann signed an employee change of status form for the new hire in Circulation.
- Aimee Huntemann signed a check to Ingram for \$29.52 from the McKinnon restricted funds.
- Aimee Huntemann signed a check to Center Point large print book, for \$139.02 from an anonymous donation restricted to large print books.
- The positions for W.B. Mason are on the report twice as different parts of the order fall under different categories.

7. Other Reports

a. Library Director's Report

- The numbers are increasing in the statistics. The circulation of items is looking well.
- Interviews for the Summer Library Aide are ongoing. One prospective candidate would be a rehire. In case of a rehire, are the same steps necessary as with a new hire? This will be discussed later during the meeting. HR should create a policy for these circumstances.
- The new staff at the circulation desk started May 18, 2021 and is doing well.
- The new staff for the Children's Department will start Monday, May 24, 2021.
- The report includes the Covid reopening plan for June 5th, 2021. Dianne Hathaway and the staff feel comfortable with the plan and would have pushed it out earlier if they had been fully staffed.
- The GMILCS board meets May 20, 2021 and will discuss the 2022 budget. They will also discuss the discontinuation of EBSCO and ARPA (American Rescue Plan Act) funds.
- The state library will not continue paying for EBSCO after the current contract expires at the end of June. They will pay for Novelist and Novelist K-8 for one more year.
- Museum passes are complicated by the differing procedures and requirements of various museums.
- The report included the annual report that must be sent to the state library.
- The state of the library report was not generated this year due to Covid restrictions.

b. Administration and Finance Committee Report

- Reviewed Fundraising Consultant proposals and made a shortlist of 2 candidates to interview for the LBOT.
- Reviewed Geotechnical proposals and made a short list for the LBOT. There are 3 choices and Fred Mock will provide input.
- Reviewed the one Land survey proposal, from the company who previously completed survey work for the Library.
- We are asking the LBOT to review the shortlisted Fundraising proposals and to compile interview questions in the google doc link that Aimee Huntemann sent out.

c. Buildings and Facilities Committee Report

- Spring pest service and carpet cleaning were completed.
- RFPs for Geotechnical Investigation and Surveying went out.
- Will need to reevaluate budget line 53460: Facility Maintenance, due to increased costs associated with cleaning and maintenance.
- Don Descoteaux will solicit quotes for annual trim painting, one side per year.
- Samantha Homan and Don Descoteaux met with Tuttle.
- Annual maintenance on the paint and trim is easier and cheaper in the long run due to restrictions of the historic building as well as the process of getting maintenance approved through CIP (3 separate bids) and a company hired.

- Samantha Homan power washed the front steps.

d. Human Resources Committee Report

- Reviewed and edited the Employee Benefits Survey. Ready for LBOT review and vote.
- Reviewed and edited the Exit Interview questions. More work to be done on the process.
- Next meeting will focus on HR Goals and Exit Interview process.

e. Friends of the Library Update

- Annual Book Sale set for June 5th 9 am-2 pm. Volunteers needed on the 1st, 10 am-2 pm for tent set up; the 2nd, 10 am-2 pm for book pick up; the 3rd, 9 am-2 pm for putting books on display and covering them; the 4th, to set up signs and tents for the cashier section; the 5th, 9 am-4 pm for the actual sale and clean up/breakdown.
- Addressed supporting Library with tents for summer programming.
- Next meeting scheduled for June 9th, 6:30 at the Library.

f. Foundation

- Sue Riel will represent the Foundation Board during Fundraising Consultant interviews and will also help to compile interview questions.
- IRS paperwork for non-profit status currently on the waiting list to be reviewed for approval by the IRS should be completed by the end of June or early July and will allow for more rigorous donation solicitation.
- Starting in July, the Foundation will meet on the third Thursday of the month at 6:30 pm.

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

- The Budget Committee appointed Joe Alexander Chair and Fred Plett Vice-Chair.
- The Town and schools received some Covid grants. 20% of these funds must be spent on learning recovery. They are planning to use some of these funds on building improvements as well.
- The Planning Board approved a 6 month extension on the site plan for the Sports Dome on Goffstown Back Road.
- Parks & Rec voted to recommend a 2022 rail trail project to the Select Board. This is for the development of the trail between Lynchville Park and Moose Club Park. The cost would be \$81,000. The Friends of the Rail Trail already have \$16,000 and will apply for a grant with the NH Bureau of Trails for \$65,000. The Select Board approved the grant application process.
- The Select Board adopted an exit interview questionnaire for resigning employees. HR has a copy of this questionnaire.
- The police station was built in 1987 for 19 employees. With 50 employees today the building is not sufficient anymore. The main issues are the evidence room, the locker rooms, office space and space for dispatch equipment. No proposal has been made but they are looking to approach the county to buy some land.

- A small accident occurred with a fire truck at the fire station. It sustained some damage to the rear end of the truck.
- A Pike loader dropped some material on the cab of a DPW truck. Pike is responsible for damages.
- The Select Board approved DPW purchasing a new six-wheel truck cabin chassis and floor trailer. The total is just under \$200,000.

9. Old Business

a. COVID-19 Procedures Update

- The building will fully reopen on June 5, 2021.
- The children's room will not offer play equipment or gathering spaces.
- Reservations are still recommended for computer usage.
- There will be an open house on June 8, 2021.

b. LBOT self-evaluation set goals based on evaluation.

- Kathy Holt sent out the SMART goals to the entire board.
- *Goal 1: Strategic Planning*
By January 19, 2022, as the beginning stages of the Strategic Planning process, utilizing our past data and the resources available in our community, the Library Board of Trustees will have a written vision statement and included information from a SWOT analysis (strengths, weaknesses, opportunities, and threats) in an online "editable document" for future Board reference.
- *Goal 2: On-Boarding Process for new Library Board of Trustee members*
By February 1, 2022, the Library Board of Trustees will have clearly written/stored in an online "editable document" "On-Boarding Process" for new Library Board of Trustees immediately following their election to the Board.
- Motion to accept the SMART goals as presented by Kathy Coughlin, Seconded by Kathy Holt.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Kathy Holt – Yes, Kathy Coughlin – Yes, Don Descoteaux – Yes, Diane Hebert – Yes.
Aye: 6, Nay: 0, Abstain: 0.
- Goal 2 will be added to the HR agenda for discussion.

10. New Business

a. Vote on transferring ownership of deaccessioned items (materials taken out of circulation) to the Friends of the Goffstown Public Library for the book sale on June 5th.

- Motion to transfer deaccessioned materials to the Friends of the Goffstown Library for the booksale on June 5, 2021 by Kathy Coughlin, Seconded by Samantha Holt.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Kathy Holt – Yes, Kathy Coughlin – Yes, Don Descoteaux – Yes, Diane Hebert – Yes.
Aye: 6, Nay: 0, Abstain: 0.

b. Discussion and Vote on Grant opportunity.

- The first ARPA (American Rescue Plan Act) grant guarantees \$2.979 after the paperwork is filed. Requirements must be met, and receipts submitted.
- There will be multiple grant phases. The next phases will not be guaranteed but competitive. The Library is planning to submit an application for shelving.
- Trustee money needs to be used for all purchases and will be refunded through the grant.
- Items to be purchased include 2 heavy duty 10'x20' tents, 2 folding tables, a voice amplifier for story time and other events, Bluetooth speaker, extension cords and giant games (Jenga, Connect 4).
- The grant money cannot be used for any computer or internet equipment unless content will be filtered according to the Children's Internet Protection Act.
- Motion to authorize Trustee funds to be used in the amount of \$2.999 until the grant money is reimbursed by Kathy Holt, Seconded by Diane Hebert.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Kathy Holt – Yes, Kathy Coughlin – Yes, Don Descoteaux – Yes, Diane Hebert – Yes.
Aye: 6, Nay: 0, Abstain: 0.

c. Review of Fundraising proposals and set date for interviews.

- 5 proposals came in.
- Only 2 companies remained within the budget constraints and made the short list: Strong Resource Group and Zilo International Group
- The Strong Resource Group is NH based and asked for more information.
- Zilo International Group has only been in business since 2014. Their expertise leans more towards surveys than actual fundraising.
- The RfP is for the feasibility study and learning how much money could potentially be raised in a Capital Campaign and is a set price. For a potential continued cooperation, the contract could change from a fixed cost to a percentage.
- Sue Riel offered to assist with the interviews and will be the Foundation's representative.
- Interviews need to be completed by May 25, 2021. Kathy Coughlin will contact Sue Riel. If possible the interviews will be set for Tuesday, May 25, 2021.
- Kathy Holt has concerns about the obligations left to the Board in the proposals.
- A special meeting has been set for Wednesday, May 26, 2021 at 5:45pm prior to the HR meeting.

d. Review of Interview questions for Fundraising consultants.

- Aimee Huntemann sent out the Google Doc link for interview questions.
- Please add your questions and comments to the documents in a new color by Friday, May 21, 2021.

e. Review Geotechnical proposals and Fred's comment, discuss not having interviews and vote on which company to work with.

- 5 proposals came in but 2 were over budget.
- 3 companies were shortlisted: Geotechnical Services Inc. (GSI), S.W.Cole Engineering, Inc. and John Turner Consulting.
- Interviews are not warranted as the data in the proposals have all necessary information and Fred Moch attested to the capability of all these companies.
- All companies are missing things in their proposal. One company for example stated that they would not cover up their holes. This is not the work requested by the RfP.
- Fred Moch recommended rating the companies and he will follow up on items missing in their proposals and give a hiring recommendation.
- GSI quoted \$3,000 lower than the other companies. They are local and have worked with libraries, SMP and McFarland Johnson before. They lowered their bid because they would really like to work get this project.
- The Board ranks the companies from lowest to highest price:
 1. GSI
 2. S.W. Cole Engineering
 3. John Turner Consulting
- Motion to allow Fred Moch of McFarland Johnson to review our three proposals rated as stated above to ensure they are meeting the requirements of the RfP and select the company from the ranked shortlist by Kathy Coughlin, Seconded by Diane Hebert.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Kathy Holt – Abstain, Kathy Coughlin – Yes, Don Descoteaux – Yes, Diane Hebert – Yes.
Aye: 5, Nay: 0, Abstain: 1.

f. Review of proposal for Land Survey work and vote.

- Only one proposal came in from the company that did work on this project before (Keach-Nordstrom Associates, Inc.).
- Due to their previous work, they came in at a lower proposal than expected.
- Fred Moch renegotiated the price down from \$5.625 to \$5.225.
- Motion to accept the proposal from Keach-Nordstrom Associates, Inc. by Kathy Coughlin, Seconded by Samantha Homan.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Kathy Holt – Yes, Kathy Coughlin – Yes, Don Descoteaux – Yes, Diane Hebert – Yes.
Aye: 6, Nay: 0, Abstain: 0.

g. Employee Benefits Survey discussion, review and vote.

- Aimee Huntemann presented the form created by HR.
- The survey is based on the Town's survey and adapted to the Library's specific needs.
- The survey includes sections on leave, holidays, holiday compensation, sick leave, personal days, etc.

- The survey states that it is solely for the purpose of information gathering and answers don't guarantee changes.
- All multiple-choice questions are required. The long questions are optional for additional comments.
- Motion to accept the employee benefits survey and send it out for information gathering purposes to all Goffstown Public Library employees by Kathy Coughlin, Seconded by Don Descoteaux.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Kathy Holt – Yes, Kathy Coughlin – Yes, Don Descoteaux – Yes, Diane Hebert – Yes.
Aye: 6, Nay: 0, Abstain: 0.

h. Discuss MacFarland Johnson contract and vote on it (slightly over the estimate) before signing.

- The contract came in at approximately \$1.400 over the estimate. This can still be covered by the \$10.000 contingency.
- Motion to accept the McFarland Johnson contract for 2021 at the cost of \$21.430 by Kathy Holt, Seconded by Kathy Coughlin.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Kathy Holt – Yes, Kathy Coughlin – Yes, Don Descoteaux – Yes, Diane Hebert – Yes.
Aye: 6, Nay: 0, Abstain: 0.

i. CIP discussion.

- CIP is scheduled for June 17, 2021.
- Aimee Huntemann will present and update of the current project progress.
- All Trustees are invited to attend.
- As nothing is planned for 2022 yet not many questions are anticipated.

j. Hiring for the Summer Aide position.

- Motion to grant HR permission to accept the Dianne Hathaway's hiring recommendation for the Summer Aide on behalf of the LBoT by Kathy Coughlin, Seconded by Kathy Holt.
Roll call vote: Aimee Huntemann – Yes, Samantha Homan – Yes, Kathy Holt – Yes, Kathy Coughlin – Yes, Don Descoteaux – Yes, Diane Hebert – Yes.
Aye: 6, Nay: 0, Abstain: 0.

k. Discussion of NHLTA annual conference, by attendees.

- Postponed to next month's meeting.

l. Items for Monthly Executive Report.

- The Board discussed their SMART goals and accepted them.
- The Board approved the transfer of deaccessioned materials to the Friends of the Library for their book sale on June 5, 2021.
- The Board approved the use of Trustee funds for ARPA spending.
- The Board reviewed proposals from professional fundraisers.

- The Board reviewed proposals from contractors for the planned geotechnical investigation.
- The Board approved the 2021/2022 contract with McFarland Johnson.
- The Board approved the proposal for a property survey.
- The Board approved sending out the Employee survey to the library staff.

11. 'Parking Lot'

- Statistics Breakdown
- Alternate Recruitment
- Work on Strategic Planning to resume in June 2021
- LBOT will review authority granted to Library Director for state of emergency at LBOT meeting on September 15, 2021.

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

13. Adjournment at 8:24pm

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

A handwritten signature in cursive script, appearing to read "Myriam Resnick", written in black ink. The signature is positioned above a horizontal line.

(Myriam Resnick, Minute Taker)

Action Items

- Please add your questions and comments to the Fundraiser interview document in a new color by Friday, May 21, 2021.