

Draft Minutes for Administrative and Finance Committee Meeting  
Goffstown Public Library Third Floor Meeting Room at 10:00 am on 09/02/2021

Attendance: Aimee Huntemann, Minute Taker; Kathy Coughlin, Chair; Dianne Hathaway, Library Director

Call to Order: 10:01 am

Announcements: None

Old Business:

1. Approval of Minutes from 8/11/2021.

Kathy Coughlin made a motion to accept the minutes for 8/11/2021, Aimee Huntemann seconded. Motion approved 2-0-0.

2. Budget

- The numbers for the Heating Oil contract came in from the SAU. Contract goes through August, leaving some uncertainty. We increased the gallons budgeted from 1,200 to 1,500 due to an overage in 2020 and that uncertainty.
- There is an increase in the facilities maintenance line to accommodate the new cleaning contract.
- The Electronics Subscriptions and Contracts line increased to cover cost of online summer experience app that the state library will no longer be paying for. This line may increase again as there has been a request from Teen Services to pay for a subscription to Comicsplus for Graphic Novels that take up too much shelf space, but are in demand.

New Business:

3. Wages and Proposed SS Cola increases and CPI

- The HR Committee sent this to A&F to discuss.
- There was discussion of how a 5% increase would impact the overall budget. This was not feasible.
- Dianne recommended a 3% increase.
- Dianne will get the numbers for a 2% and a 3% increase and have Linda in Finance run the numbers so we can see the whole picture and compare.
- We will review Professional wages next year to ensure our wages are competitive so that we have a better chance of retaining those individuals.
- We will discuss updates to this after the Bond Basics presentation at our meeting at town hall on September 8<sup>th</sup>.

#### 4. Policies

- Investment Policy was reviewed, no changes recommended. We did discuss how the investment plan needs to be reviewed annually, which is part of the Trustee Calendar for February each year

Kathy Coughlin made a motion to recommend this policy to the LBOT for approval. Aimee seconded. Motion approved 2-0-0.

- Trustees as Volunteers Policy was reviewed. No changes were recommended.

Kathy Coughlin made a motion to recommend this policy to the LBOT for approval. Aimee seconded. Motion approved 2-0-0.

- Implied Authority Policy was reviewed. No changes were recommended.

Kathy Coughlin made a motion to recommend this policy to the LBOT for approval. Aimee seconded. Motion approved 2-0-0.

- Dianne will include these 3 policies in her packet for the September LBOT meeting.

#### 5. Mask Feedback

- Brief discussion of the feedback so far on requiring masks.
- The Covid numbers in Goffstown has tripled since the requirement went into effect (from 10-31 cases).

#### 6. Other Discussion

- Aimee gave an update on the Fundraising Consultant. The contracts were signed and a kickoff call was scheduled with Samantha who is the primary contact person for SRG for Friday 9/3/21. SRG is looking to schedule a Library visit and introductory meeting.

#### 7. Parking Lot

- Work on Marketing Consultant RFP to begin in May of 2021.
- Three Policies will be reviewed in September of 2021 (Implied Authority, Investment Policy and Trustees as Volunteers).

#### 8. Action Items:

- Dianne will have the budget numbers for wages reviewed by Finance to ensure accuracy as Dianne, can't run the benefits related numbers.
- Dianne will include the 3 policies that were reviewed in her monthly meeting packet.

Motion to Adjourn: 11:15 am

Next Meeting: Wednesday, September 8<sup>th</sup> at 9:00 am, room 106 at Town Hall.

Minutes submitted by: Aimee Huntemann

