

Goffstown Public Library Board of Trustees
Minutes
October 20, 2021, Goffstown Public Library Third Floor Conference Room

1. Call to Order at 6:30pm - Silence Phones

Members present: Aimee Huntemann (Chair), Samantha Homan (Vice Chair), Kathy Holt, Diane Hebert, Kathy Coughlin, Don Descoteaux, Marc Van De Water (entered 6:43)
Also present: Dianne Hathaway (Library Director), Jim Craig (Select Board Representative), Myriam Resnick (Minute Taker)

2. Public Comment/Guest Speakers/Correspondence

- A thread on Facebook about finding age appropriate books for children gave great praise to Patti Penick and the children's library.

3. Chairperson's Report

- Nothing to report.

4. Acceptance of Minutes

- Minutes for 9/15/2021.
 - The rotary club grant was \$500 not \$750.
 - The last bullet under 7d was corrected to HR, not A&F.

Motion to accept minutes as amended by Kathy Coughlin,
Seconded by Samantha Homan.
Aye: 6, Nay: 0, Abstain: 0.
- Minutes for 9/29/2021, special meeting with SRG written by Kathy Coughlin.
Motion to accept minutes as presented by Kathy Holt, Seconded by Kathy Coughlin.
Aye: 4, Nay: 0, Abstain: 2.
- Minutes for 10/4/2021, special meeting with Select Board.
Motion to accept minutes as presented by Don Descoteaux,
Seconded by Samantha Homan.
Aye: 5, Nay: 0, Abstain: 1.

5. Acceptance of Donations

- None.

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

- Aimee Huntemann signed a check for \$300.00 to Patrick Hornig Speed the Plough from \$1,000.00 from Friends gift.
- Aimee Huntemann signed a check to Ingram for \$29.52 from the McKinnon funds.
- Aimee Huntemann signed a check for \$5,000.00 the Town of Goffstown for SRG October Invoice.
- Aimee Huntemann signed Trustees of the Trust funds forms for release of money from 2019 and 2020.

- Aimee Huntemann signed a check to the Town of Goffstown for \$2,719.36 for McFarland Johnson Invoice #8.
- Aimee Huntemann signed a check for \$500 to Saint Anselm College Grappone Humanities Institute for speaker stipends for events.
- Aimee Huntemann signed a check for \$40.95 to the Bedford Public Library for a lost book.
- Aimee Huntemann signed a check to Ingram for \$10.44 from the McKinnon funds.
- Samantha Homan signed a check to the Town of Goffstown for \$5,300.00, for completed geotechnical studies by GSI.
- Samantha Homan signed a check to Ingram for \$28.00 from the McKinnon funds.
- Samantha Homan signed a check to the Town of Goffstown for \$3,240.36, the final payment for survey work completed by Keach-Nordstrom.
- Samantha Homan signed a check to the Town of Goffstown for \$2,500.00, for the SRG November Invoice.
- Samantha Homan signed a check to the Town of Goffstown for \$105.84, for SRG's mileage and copies for the 9/29 meeting.
- Checks paid to the Town of Goffstown have to be processed through the town. Which vendors are paid this way depends on the contracts.
- The janitorial service was paid twice in September. One payment was for August, the other was for September.

7. Other Reports

a. Library Director's Report

- The door was finished on Saturday.
- The Teen Advisory Board was well attended with 8 participants.
- The cooperation with the Historical Society is very successful.
- The Gingerbread House decorating workshop will be held modified for safety.
- The Polar Express cannot be done safely and will not be substituted virtually.
- Statistics
- GMILCS meets tomorrow, October 21, 2021 and will be hearing reports from the auditor. An update on Hudson library is expected.
- Reports from the other departments were sent out to the Board.

b. Administration and Finance Committee Report

- A&F did not meet.
- A&F will present the budget to the Select Board and the Budget Committee on Monday, October 25, 2021.

c. Buildings and Facilities Committee Report

- Parking lot clean up, radiant flooring, door repair, and carpet cleaning were completed.
- The new cleaning company started and is meeting expectations so far.
- Manuel Welding repaired the exterior bottom door frame, with a cost estimate of \$371.

d. Human Resources Committee Report

- HR agreed to do New Trustee onboarding as a website. The site should be ready in February, and in time to use for any new trustees in March.
- HR will begin succession planning at the October meeting by beginning to identify which responsibilities for succession fall to the Director and which fall to the LBOT.
- HR will review the Hiring of a Director Policy in October as well, with an eye towards making sure that internal candidates are fairly considered.
- HR reviewed feedback for changes to the Director Evaluation and voted to recommend it to the LBOT.

e. Ad Hoc Strategic Planning Committee

- They are meeting immediately before the October LBOT meeting.

f. Friends of the Library Update

- Friends approved requests from the library to support 2 programs.
- Once Upon a Pie event has been cancelled.
- The Friends made ~\$6,129 (before expense) on their book sale. This was a record.
- Congratulations and compliments to the Friends for the fantastic job they did on the book sale.
- Having a controlled traffic flow at the entrance made the book sale much more orderly.

g. Foundation

- The foundation meets tomorrow.

8. Report on Meetings of Note: Aimee Huntemann (Next Month: Don Descoteaux)

- Select Board October 4, 2021: the LBoT was present, see corresponding minutes
- 10/18/2021 the select board decided trick or treat will be on October 31, 2021, from 6-8pm.
- A joint meeting of the Select Board and the Budget Committee on 10/18/2021 had various departments presenting and discussed an automatic one-week carry over of vacation time.
- Planning Board (09/21/2021): The expansion was mentioned, and the question came up where the current estimate came from. It is a 6-month-old estimate from the architecture company. The chair of the Planning Board is aware the number is an estimate and not a firm budget.
- Parks & Recreation has wiring issues and added CCTV at Barnard Park.
- Economic Development discussed putting a bench in front of Night Owl Quilting.

9. Old Business

a. COVID-19 Procedures Update.

- Provided face mask use is high and they need to be restocked regularly. Adult masks are still provided through the grant. Children's masks had to be purchased.

- Currently the plan is to continue the mask mandate through the holidays or possibly through the cold season. The Board will revisit this during their January 19, 2022, monthly meeting.
- The school is starting their testing program which will hopefully improve the Covid response in the community. The school board will revisit the mask policies at their next meeting.

10. New Business

a. Lawn sign and vote.

- The Friends of the Library want to add a sign to the front lawn thanking all their volunteers.
- Motion to allow the Friends to put a sign on the library lawn through November 22, 2021 by Kathy Coughlin, Seconded by Samantha Homan.
Aye: 7, Nay: 0, Abstain: 0.

b. Set a date for SWOT analysis.

- The SWOT analysis is set for the Board meeting on November 17, 2021.
- Marc Van De Water will be joining the meeting remotely.
- The facilitator is a colleague of Diane Hebert's, Michael Magoon. He is a professor in the Business Studies Department at Manchester Community College. He is offering his services pro bono and has facilitated for other non-profits.

c. Discussion on pushing off formation of Building Committee.

- B&F is looking to postpone the formation of the Building Committee as most responsibilities are not yet relevant and they do not want members to be overwhelmed with the workload after a lengthy period of waiting.
- Reaching out to possible members may still be a good idea to get more community involvement and giving people a chance to understand the responsibility and time commitment involved.
- Currently the projected committee is mostly Board members, Library staff and Foundation members. This is in line with the architect's recommendation to keep the committee small (12 or less).
- Kathy Holt suggests adding at least 6 community members to the committee as that will improve the community involvement as well as showing that the addition is for all of Goffstown.
- It would be beneficial to add someone who is in the construction industry.
- All Board members are asked to send their thoughts on the Building Committee to Samantha Homan prior to the next B&F meeting (11/03/2021).
- Other Building Committees have larger numbers of voting and non-voting members.

d. Update on SRG process (interview candidates and draft case for support).

- Aimee Huntemann & Samantha Homan meet with Chris Strong every Monday.
- The designer has created logos for the Capital Campaign as well as the Foundation.

- The Foundation logo design was sent to Kathy Coughlin and should be decided by the Foundation.
- She received the final information from SMP and McFarland Johnson.
- The Trustees are asked to create a list of interviewees (~50) in a spreadsheet with some information about the candidates and their affiliation with the library. Please send name recommendations to Kathy Coughlin.
- Once the list is completed Chris Strong will give time windows for in person and virtual interviews (1h/interview) and the Trustees will make calls to set up the interviews.
- The FAQ are added to the website and will be forwarded to SRG along with the minutes from the Select Board meeting.
- People are concerned about keeping the historic features of the library. Adding this question with pictures showcasing the historic aspects and their importance in the addition process should alleviate these concerns.
- High resolution pictures of the library would be helpful to SRG.

e. Holiday Calendar and Saturday openings discussion and vote.

- Dianne Hathaway sent out a recommendation for the Holiday calendar with suggested floating holidays (the library remains open).
- The staff development day is held on Martin Luther King Jr Day. It was asked whether closing on one of the few holidays celebrating diversity was appropriate. The staff did not see an issue with that, and the Board pointed out that Juneteenth will be open.
- Motion to approve the 2022 holiday calendar as proposed by Diane Hebert, Seconded by Samantha Homan.
Aye: 7, Nay: 0, Abstain: 0.
- Dianne Hathaway proposed to remain open on Saturdays year-round.
- The schedule rotation will have all staff take Saturday shifts.
- A family commented that a shift or extension in the opening time frame would benefit late risers.
- An extension would require additional staff and is not feasible.
- A poll could help gauging community preferences to adjust Saturday hours.
- Motion to open the library on Saturdays by Kathy Holt, Seconded by Diane Hebert.
Aye: 7, Nay: 0, Abstain: 0.

f. Draft Vision statement discussion and possible vote.

- 4 vision statements drafted from staff and Board vision statement suggestions were presented and discussed.
- After discussion and rewording of statement 1 it stands as follows: “The Goffstown Public Library is a cornerstone of the community, positively transforming lives by providing an inclusive, welcoming space where literacy, cultural enrichment and lifelong learning are celebrated.”

- It was discussed whether a vision or mission statement was more appropriate as a tagline or a longer statement. It was agreed that the vision statement is more for internal use and can be longer.
- The mission statement should be shorter. It needs to be established if the library mission statement should come from the Board or the staff.
- Motion to accept the vision statement as amended by Kathy Coughlin, Secoded by Samantha Homan.
Aye: 7, Nay: 0, Abstain: 0.

g. Items for Monthly Executive Report.

- The Friends raised over \$6,129 at their book sale. The LBoT appreciates their time and effort.
- The Board will revisit the mask mandate at their January 2022 meeting.
- The Board will work with Michael Magoon for a SWOT analysis at their next meeting on November 17, 2021.
- The Board approved the 2022 holiday calendar and approved opening the library on Saturdays In July and August as well.
- The Board approved a new vision statement for the library.

11. 'Parking Lot'

- Statistics Breakdown
- Alternate Recruitment

12. Non-Public Session per RSA 91-A:3 was not held.

13. Adjournment at 7:49pm

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



(Myriam Resnick, Minute Taker)

Action Items:

- All Board members are asked to send their thoughts on the Building Committee to Samantha Homan prior to the next B&F meeting (11/03/2021).
- The Trustees are asked to create a list of interviewees (~50) in a spreadsheet with some information about the candidates and their affiliation with the library. Please send name recommendations to Kathy Coughlin.