

## Draft Minutes for Administrative and Finance Committee Meeting

Goffstown Public Library Third Floor Meeting Room at 11:00 am on 01/11/2022

Attendance: Aimee Huntemann, Minute Taker; Kathy Coughlin, Chair; Dianne Hathaway, Library Director (arrived at 11:14 due to phone call to IT)

Call to Order: 11:11 am

Old Business:

1. Approval of Minutes from 9/14/2021.

Kathy Coughlin made a motion to accept the minutes for 9/14/2021, Aimee Huntemann seconded. Motion approved 2-0-0.

2. Policy Matrix

- Investment Policy, Deaccessioning of Materials and Implied Authority due.
- Reviewed Implied Authority.

Kathy Coughlin made a motion to recommend the Implied Authority Policy to the LBOT with no changes. Aimee Huntemann seconded. Motion approved 2-0-0.

3. Budget

- Reviewed current budget expenditures. We are awaiting clarification on which lines should be included in the default budget, for example GMILCS.

4. Trustee Recruitment

- Brief discussion of trustee recruitment strategy for March Election.

5. Draft Naming Policy

- Discussed the draft of the new naming policy.
- Will discuss at the next meeting.

6. Photo Policy

- Briefly discussed the policy and will review at the next meeting.
- Drafting a photo release form, is likely needed.

7. Parking Lot

- Work on Marketing Consultant RFP.

8. Action Items:

- Review the draft naming policy and Photo Policy before the next meeting.

Motion to Adjourn: 12:00 pm

Next Meeting: Tuesday, January 18<sup>th</sup> at 11:00 am.

Minutes submitted by: Aimee Huntemann