

Draft Minutes for Administrative and Finance Committee Meeting
Goffstown Public Library Third Floor Meeting Room at 11:00 am on 03/10/2022

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

Call to Order: 11:04 am

Old Business:

1. Approval of Minutes from 2/22/2022.

Kathy Coughlin made a motion to accept the minutes for 02/22/2022, Aimee Huntemann seconded. Motion approved 2-0-0.

2. Collection Development Policy
 - Discussed updates to the policy, minor changes made.

Kathy made a motion to recommend the Collection Development Policy to the LBOT for approval. Aimee seconded. Motion approved 2-0-0.

3. Receiving and Deaccessioning Gifts Policy
 - Dianne suggested adding a form for gift givers to fill out, so we will review this policy when we have the recommended form.
4. Draft Naming Policy
 - Discussion of having an internal document as a guide for large giving, naming opportunities.
 - Kathy wants to do more research on length of naming and large donation naming to have a guideline on hand in case we are asked about it.

Kathy made a motion to present Draft Naming Policy to the LBOT. Aimee seconded. Motion approved 2-0-0.

5. Nonpublic Session Minutes Procedure
 - Consider that for terminations seal minutes for a predetermined amount of time, like 3 years.
 - For New Hires, seal for 1 month.
 - Ongoing issues, like litigation-seal indefinitely with a review period.
 - Aimee will draft and email out the draft procedure.
 - Will discuss at the next meeting.

New Business

6. Disbursements from the Trustees of Trust funds

- Check from 2019 for \$426.30, \$300 goes to the general fund.
- Check from 2020 for \$567.27, \$300 goes to the general fund.
- Balance of both checks to go to Trustees Unanticipated funds.
- Trustees of the Trust Fund are investigating ending and beginning balance discrepancies, and no disbursement for 2021 due to 'disbursement accounts being overdrawn'.

7. Parking Lot

- Work on Marketing Consultant RFP.

8. Action Items:

- Research and add naming opportunity ideas to draft google doc, by Saturday for emailing to the LBOT on Sunday.
- Work on Accepting and Deaccessioning Policy with form for next A&F meeting.
- Aimee will type up draft procedure for Nonpublic Minutes.
- Ask SB rep what the SB's nonpublic minutes process is.

Motion to Adjourn: 12:29 pm

Next Meeting: Tuesday, March 22 at 11:00 am.

Minutes submitted by: Aimee Huntemann