

Draft Minutes for Administrative and Finance Committee Meeting
Goffstown Public Library Third Floor Meeting Room at 11:00 am on 03/22/2022

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

Call to Order: 11:01 am

Old Business:

1. Approval of Minutes from 3/10/2022.

Kathy Coughlin made a motion to accept the minutes for 03/10/2022 as amended, Aimee Huntemann seconded. Motion approved 2-0-0.

2. Naming Policy

- Consider putting together a checklist of criteria based on the policy for LBOT and Library Director review during naming considerations.
- Discussed having a minimum gift amount to be included in the giving recognition wall of \$5,000.
- Display wall outside of the Community Room would be a good place for the giving recognition wall or in the Community Room's wall facing the courtyard depending on how much space is needed/available.
- Formulate a list of Items/Groups of Items for naming by donation amount, not attached to this policy, but to be used in Naming consideration.

3. Receiving and Deaccessioning Gifts Policy

- Discussion of adding language/structure from the Haverhill Library's policy to our existing policy.
- Consider adding note to this policy referencing the Naming Policy.
- Recognition Gifts from Haverhill Library section
- Add see collection development policy.
- Real Estate or other Personal Property: Clarifying language putting LBOT in charge of decision and adding, consultation with the Library Director the use of Legal Counsel.

4. Deed of Gift Form

- Form for gifts of physical property.
- Remove the "Restrictions, if any:" because the policy states that we will not accept property with restrictions.
- This is to be an appendix to the Receiving and Deaccessioning Gifts Policy. Sections requiring Deed of Gift form have a notation in the description.

Kathy makes a motion to send edited Receiving and Deaccessioning Gifts (with Deed of Gift Form) policy to the LBOT for Approval. Aimee seconded. Motion approved 2-0-0.

5. Nonpublic Session Minutes Procedure

- Add length of 3 years for discipline.
- Change the order to reflect the order in the RSA.
- Take out recommendations in the bullet points.
- Add section to address when and how to open and review Non public minutes for review of minutes sealed indefinitely/unspecified.
- Add criteria for those minutes that have details.
- Look for time at the end of LBOT meetings to start reviewing and cleaning out the sealed nonpublic minutes.

New Business

6. No New Business

7. Parking Lot

- Work on Marketing Consultant RFP.

8. Action Items:

- Kathy will send a word doc of Receiving and Deaccessioning policy discussed with edits to Aimee and Dianne for editing review, before moving to the LBOT.
- Kathy will Clean up the Naming Policy in Google Docs with Option 2 at the top with a demarcation at the end.
- Work on lists of things that could be named. Dianne will look for examples from other Libraries.
- Committee and Dianne will review Naming Policy Option 2, and bring changes to the next committee meeting.
- Aimee will type up changes to procedure for Nonpublic Minutes.

Motion to Adjourn: 12:40 pm

Next Meeting: TBD.

Minutes submitted by: Aimee Huntemann