

Goffstown Public Library Board of Trustees

Minutes

April 20, 2022, Goffstown Public Library Third Floor Conference Room

1. Call to Order at 6:32 pm - Silence Phones

Members present: Samantha Homan (Chair), Kathy Coughlin (Vice Chair), Margaret "Happy" Beale, Diane Hebert, Aimee Huntemann, Bill Kordas, Marc Van De Water

Also present: Dianne Hathaway (Library Director), Kelly Boyer (Select Board Representative), Jason LaCombe (6:45 - 7:58), Myriam Resnick (Minute Taker)

2. Public Comment/Guest Speakers/Correspondence

a. Check-in with McFarland-Johnson: Jason LaCombe

i. CIP considerations

- Many other large projects are on the CIP matrix or proposed.
- CIP priorities for safety infrastructure will usually overrule services like the library.
- Currently the CIP matrix has a lot of projects on it that could make the approval of the library financing difficult.
- Holding off on adding the library expansion doesn't necessarily change the load on CIP.
- The project could be added as a lump sum or as a Capital Reserve Fund.

ii. Finance and Fundraising considerations

- The Board will explore additional grants and funding options.
- The estimate is at least 1 year of background fundraising and outreach before starting the project.
- Pushing back the project too long will increase the cost significantly due to inflation, rising cost of construction and likely increase of interest rates.
- The foundation will discuss avenues of fundraising in their next meeting. This will include approaching potential donors, how to overcome your own discomfort asking for money and receiving donations.
- Donor recognition items are an effective way to motivate large donations
- Creating donor opportunities like solar panels or EV chargers should be considered.
- The Board should consider hiring Chris Strong for the entire fundraising process.

iii. Relationship Building

- Building relationships is crucial!
- Having informal conversations with town officials – especially ones that are not yet supportive of the project – to gauge responses is helpful to prepare for presentations.
- Build relationships with other auxiliary services (e.g., parks and recreation) to learn their approach and what experiences they are willing to share.

iv. Public Advocacy

- Show presence at town events and engage with residents about the library.
- Educate the community about the benefits of the library.

- Assure residents that the library is staying relevant with the change of the public's needs as well as technology advances and media developments.
- Continue consistent outreach on social media.
- Keep a current FAQ on the website.

v. *Planning for design*

- The contract with the construction company is only for the preconstruction phase.
- Could the project be split into multiple parts starting with parts of the parking lot while fundraising? What other parts could be separated from the project.
- The Board needs to add extra meetings to focus on the details of moving the project along. The first additional meeting will be on May 4, 2022, at 6:30pm.

3. Chairperson's Report

- Samantha Homan and Kathy Coughlin visited TD Bank to grant Kathy Coughlin signature privileges for banking.
- Dianne Hathaway and the library staff received a thank you email from Sara Dadian Perez regarding the friendliness and wonderful service her and her children continue to experience at the library. Samantha Homan will ask to share the accolade on social media.
- Samantha Homan and Kathy Coughlin met with Dianne Hathaway and delivered her performance review.

4. Acceptance of Minutes

- Minutes for March 16, 2022
Motion to accept minutes as presented by Aimee Huntemann,
Seconded by Marc Van De Water.
Aye: 7, Nay: 0, Abstain: 0.

5. Acceptance of Donations

- Acceptance of \$200 grant from NH Humanities Council for "Strange Terrain: How Not To Get Poetry And Let It Get You Instead" with Alice Vogel. April is National Poetry Month.
- Acceptance of two gift cards from Domino's Pizza for the teen Book-Opoly initiative: one for \$10 and one for \$20.
- Acceptance of \$300 grant for the NH State Library for Summer Learning projects to help prevent summer learning loss for ages 5-18. Projects should relate to summer learning beyond tracking reading accomplishments and address the disparities faced by low-income and underserved youth in the community. Our project proposal includes holding a one-day yoga event for youth entering grade 4 up to teens entering grade 12 on the library lawn. The program will be facilitated by a certified yoga instructor from the studio, who is also a Goffstown resident. Healthy snacks and electrolyte replenishing beverages will be offered to close out the event, and a mindfulness kit will be added to the collection for circulation. The kit will contain DVDs, books, a yoga mat, yoga blocks, and other tools.
- Motion to accept donations and grants as presented by Aimee Huntemann,
- Seconded by Diane Hebert.
- Aye: 7, Nay: 0, Abstain: 0.

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

- Samantha Homan signed 3 employee change of status forms.
- Samantha Homan signed 2 checks to the Town of Goffstown for revenue from the Trustees of Trust Funds, \$300 each, one for 2019 and one for 2020.
- Samantha Homan signed a check for \$200 for the Alicia Fogel event.
- Samantha Homan signed a check to Ingram for \$14.28 from the McKinnon funds.
- Kathy Coughlin signed a check to Ingram for \$12.19 from the Lamontagne Fund.
- Kathy Coughlin signed a check to JoAnn Stores for \$900 for CreativeBug.

7. Other Reports

a. Library Director's Report

- The elevator passed inspection.
- IT fixed the phone.
- Aimee Huntemann and Dianne Hathaway will give tours on Old Home Day.
- The staff is working on performance reviews.
- The staff is preparing the summer experience program (10 weeks, starting in June).
- Statistics are looking really good.
- 50 new library cards were issued in March.
- The integration of the Hudson library was successful.
- EBSCO will probably not be renewed. GMILCS will discuss this at tomorrow's meeting.
- The department reports were sent out.
- Dianne Hathaway sent out an article about digital licensing that was highly informative.

b. Administration and Finance Committee Report

- Discussion around naming policy.
- Reviewing process for non-public meetings.
- Recommendation for Accepting and Deaccessioning of Gifts Policy to full board for approval.

c. Buildings and Facilities Committee Report

- Discussed acquiring parking lot estimate from DPW. Tabled to review with Jason LaCombe and Fred Moch.
- Exploring grant opportunities and other options to obtain project funding in preparation for goals discussion.
- Second-floor toilet will need to be replaced this year, as it continues to break repeatedly and due to its age, new parts don't fit well.
- Emergency elevator phone was repaired by IT, and elevator inspection was April 19.

d. Human Resources Committee Report

- Updated annual agenda and set 2022 goals.
- Library director evaluation form/process discussion, form updated. The process will be written down for future iterations of the board and committee.
- Reviewed self-evaluation results and identified areas of opportunity for the board. Form revisions will be completed prior to 2023 survey.
- Re-starting revision of onboarding documents, including the most effective methods of storage, and set up.

e. Ad Hoc Strategic Planning Committee

- Drafted goals and will send to full board for review.
- Anticipate draft being ready to publish by end of April.

f. Friends of the Library Update

- Beautification Day: Saturday, May 14, 9 a.m.-noon. Volunteers appreciated! Bring your own rake, bucket, gloves, water to drink etc.
- Approved \$1,600 in requests from Library staff.
- Planning for June 4 book sale. Volunteers needed!
- Next meeting: Wednesday, May 11, 6:30 p.m.

g. Foundation

- Presentation by Chris Strong.
- Next meeting on April 21, 2022.

8. Report on Meetings of Note: Kathy Coughlin (Next Month: Aimee Huntemann)

- The Trustees of the Trust Funds mentioned the Library Funds are still under review due to balance sheet discrepancies. The bank and the Trustees of the Trust Fund have different numbers and are looking to see why they do not match up.
- Select Board discussed the pedestrian bridge.
- The Barnard Park pool restoration projection is estimated at \$4 million.

9. Old Business

a. COVID-19 Procedures Update, if any.

- Patti Penick wore her mask during story time to be supportive of a little boy with a heart condition and most families followed suit without being asked. Thank you to our wonderful patrons!

10. New Business

a. Draft Receiving & Deaccessioning Policy.

- This policy was redrafted in more detail to clarify the donation and deaccessioning process for library and donors. The policy and form include what types of donations can be accepted, what can be passed on and how the process is managed.
- Motion to accept the draft receiving and deaccessioning policy with the Deed of gift form by Marc Van De Water, Seconded by Aimee Huntemann.
Aye: 7, Nay: 0, Abstain: 0.

b. Draft Strategic Plan presentation.

- Diane Hebert presented the document that is meant for publication on the library website. The goals are kept very general.
- In a next step these goals will go to the respective subcommittees to work out actionable subgoals, timelines and a metric to measure progress.
- The strategic planning committee will keep track of the overall progress of the subcommittees.
- Some goals are relevant to more than one committee and some goals should be given to the library staff as well.

c. Old Home Day booth discussion.

- Event time is 9 – 3. Setup should start at 8. Dianne Hathaway will send out a schedule signup sheet.
- A Mother’s Day card craft will be offered inside the library
- Aimee Huntemann and Dianne Hathaway will be giving library tours.
- Enter the Pie and Cake Auction and write your intro as an opportunity to present yourself as a library trustee.
- Myriam Resnick offered to do a game story on the library lawn.
- Having events or small giveaways would motivate people to enter the library.
- Some kid friendly vendors will be near the library.
- A table will be set up on the lawn.

d. Miscellaneous.

- Kelly Boyer suggested to thank the Friends for Volunteer Appreciation Week.

e. Items for Monthly Executive Report.

- Grants and donations were accepted
- The Board met with Jason LaCombe.
- The Board decided to meet twice a month to move the addition project along.
- The Board approved the receiving and deaccessioning policy.
- A draft strategic plan was presented.
- Plans for Old Home Day were discussed.

11. ‘Parking Lot’

- Statistics Breakdown
- Alternate Recruitment

12. Non-Public Session, per RSA 91-A:3, II(b) entered at 8:44pm.

13. Return to public session and adjournment at 8:50pm.