

Draft Minutes for Administrative and Finance Committee Meeting

Goffstown Public Library Third Floor Meeting Room at 3:30 pm on 05/05/2022

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

Call to Order: 3:30 pm

Old Business:

1. Approval of Minutes from 3/22/2022.

Kathy Coughlin made a motion to accept the minutes for 03/22/2022 as amended, Aimee Huntemann seconded. Motion approved 2-0-0.

2. Naming Policy

- Reviewed Cleaned up version.
- Changed Naming Agreements Section to naming rights taking effect when final pledge payment is received.
- Changed minimum in Endowment Funds to \$10,000 for named Endowments.
- Committee will complete a final review of Draft Naming Rights Policy by Thursday, May 12, 2022, so that the draft can go to the full LBOT.

Aimee made a motion to recommend the finalized draft to the LBOT for approval. Seconded by Kathy. Motion approved 2-0-0.

3. Nonpublic Session Minutes Procedure

- Aimee sent out the updated Nonpublic Minutes Procedure for review for our next meeting.

New Business

4. CIP

- Reviewed CIP sheet. Discussed how a new proposal might change the sheet information potentially breaking the project into 2 pieces over 2 years.
- Discussed options for moving forward and timeline options.
- It may be best to move ahead with bond process due to rising costs.

Kathy made a motion to recommend the CIP Submission to the LBOT for approval. Aimee seconded. Motion approved 2-0-0.

5. IT Policies

- Kathy asked Dianne some questions about the new IT policies and what changes we'll need to make.

6. Parking Lot

- Work on Marketing Consultant RFP.

7. Action Items:

- Work on lists of things that could be named.
- Review Draft Naming Policy for finalization and LBOT review by Thursday, May 12, 2022.
- Review Draft Nonpublic Minutes Procedure before next meeting. Come to meeting with suggestions for sealing guidelines where they are missing.

Motion to Adjourn: 4:30 pm

Next Meeting: TBD.

Minutes submitted by: Aimee Huntemann