

## Goffstown Public Library Board of Trustees

### Minutes

May 18, 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, Aimee Huntemann, Marc Van De Water

*Members absent:* Diane Hebert, Bill Kordas

*Also present:* Dianne Hathaway (Library Director), Kelly Boyer (Select Board Representative), Laura Stevens (Alternate Candidate), Myriam Resnick (Minute Taker)

#### 2. Public Comment/Guest Speakers/Correspondence

- Welcome to Laura Stevens. She is considering becoming an Alternate Trustee.

#### 3. Chairperson's Report

- Tammy Gross posted Sara Dadian's feedback on social media.
- The "tiny art" projects were posted on Twitter. Aflac replied to their tag on the tiny art with the Aflac duck.
- Old Home Day was successful with much foot traffic and opportunities to talk to residents and town officials about the library. Thank you, Aimee Huntemann, Diane Hebert & Happy Beale!
- Bill Kordas resigned from the Board today effective immediately.

#### 4. Acceptance of Minutes

- Minutes for April 20, 2022, business meeting  
Motion to accept minutes as presented by Kathy Coughlin, Seconded by Aimee Huntemann.  
Aye: 5, Nay: 0, Abstain: 0.
- Minutes for May 4, 2022, working meeting  
Motion to accept minutes as presented by Marc Van De Water, Seconded by Aimee Huntemann.  
Aye: 4, Nay: 0, Abstain: 1 (Happy Beale wasn't present on May 4, 2022).
- Non-public minutes for May 4, 2022, working meeting  
Motion to accept minutes as presented by Aimee Huntemann, Seconded by Marc Van De Water.  
Aye: 4, Nay: 0, Abstain: 1 (Happy Beale wasn't present on May 4, 2022).

#### 5. Acceptance of Donations

- Acceptance of a \$50.00 donation from Barbara Herman, restricted to adult mysteries in memory of her mother, Beverly Herman.
- Motion to accept donations by Aimee Huntemann, Seconded by Kathy Coughlin.  
Aye: 5, Nay: 0, Abstain: 0.

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

- Samantha Homan signed a check to Ingram for \$26.42 from the McKinnon funds.
- Samantha Homan signed a check to the Town of Goffstown for \$451.71 for SRG.
- Samantha Homan signed a check to the Town of Goffstown for \$18.52 from the McKinnon funds.
- Kathy Coughlin signed two employee change of status forms.
- Mileage for humanities council presenters is not covered under the grant and is paid by the library.

## **7. Other Reports**

### **a. Library Director's Report**

- The Board received Dianne Hathaway's and the department reports.
- Dianne Hathaway visited the rotary club. Only two people live in Goffstown as it is a regional club. They asked lots of questions.
- Dianne Hathaway will go to Garden Club on June 2, 2022, 6:30pm. Kathy Coughlin offered to join.
- The library tour on Old Home Day only had two people.
- The listening session is confirmed for August 13, 2022, 10am to 12pm at Stark Hall.
- As of Monday, the library is fully staffed.
- The staff is in the middle of their performance reviews.
- The summer program is coming up.
- Patti Penick is visiting elementary schools. Maple Avenue Elementary students will visit the library.
- Dianne Hathaway presented at NHLTA.
- Statistics are improving.
- GMILCS is meeting tomorrow. Dianne Hathaway is finishing her term as secretary. EBSCO will not be renewed.

### **b. Administration and Finance Committee Report**

- A&F continued their work on the naming policy.
- CIP discussion.
- A&F discussed a phased approach to the building project, ex. parking lot first.
- A&F discussed the use of warrant article funds to support SRG retainer.
- Kathy Coughlin is taking a grant writing course via Universal Class through the library.

### **c. Buildings and Facilities Committee Report**

- B&F explored grant opportunities to supplement fundraising efforts for building project.

### **d. Human Resources Committee Report**

- Re-appointment of officers: Diane Hebert, chair; Aimee Huntemann, minute taker.
- HR discussed Dianne Hathaway's feedback, the step increase/PIP thresholds on the Director's Evaluation – they are fine for an experienced director but not for a new director.

- HR reviewed the draft written procedure for the Director's Evaluation. They agreed that mid-year feedback for the director would be beneficial.
- Revision of LBOT self-evaluation will begin soon.
- The use of Wordpress was discussed as a way of updating and maintaining new trustee materials.

**e. Ad Hoc Strategic Planning Committee**

- They drafted goals and will send them to full board for review.
- They anticipate the draft being ready to publish by the end of April.

**f. Friends of the Library Update**

- More volunteers are needed for the book sale set up. Please contact the Library or the Friends of the Library.
- Aimee Huntemann will reach out through social media to ask for volunteers.
- They finalized the book sale timeline for May 31-June 5.
- They held elections, per their bylaws. The officers remain:
  - Bill Babine, President
  - Terri Humason, Vice President
  - Sue Babine, Secretary
  - Susie Grey, Treasurer

**g. Foundation**

- They discussed the need for a professional fundraiser.
- They discussed the timing of receiving pledges, going for bond v. construction start.
- They discussed moving their meeting day.
- Foundation members will try to be more visible in the community, but several members are part of other organizations.
- Chris Strong sent a contract for the per-diem model for the Foundation's review.
- The foundation meets May 19, 2022.

**8. Report on Meetings of Note: Aimee Huntemann (Next Month: Happy Beale)**

- Nothing relevant to the library was discussed.

**9. Old Business**

- No COVID-19 Procedures Update.

**10. New Business**

**a. New policies:**

- Acceptable Use Policy  
Motion to adopt the Information Systems Acceptable Use Policy as presented by Kathy Coughlin, Seconded by Aimee Huntemann.  
Aye: 5, Nay: 0, Abstain: 0.

- Password Policy
  - Motion to adopt the Password Management Policy as presented by Kathy Coughlin, Seconded by Happy Beale.
  - Aye: 5, Nay: 0, Abstain: 0.
- Email Usage Policy
  - Motion to adopt the Email Usage Policy as presented by Aimee Huntemann, Seconded by Marc Van De Water.
  - Aye: 5, Nay: 0, Abstain: 0.
- Remote Work Policy
  - Motion to adopt the Remote Work Policy as presented by Aimee Huntemann, Seconded by Marc Van De Water.
  - Aye: 5, Nay: 0, Abstain: 0.
- Draft Naming Policy
  - This policy will need to be adopted by the Foundation as well. Kathy Coughlin will present it to them.
  - Exact numbers will be added as an addendum, but the policy states the general guidelines of donations and naming.
  - Some wording was changed to avoid disproportionate workload or legal fees regarding bequests or donations the policy.
  - The review period is set for an initial review after 1 year and a three-year cycle after that.
  - Motion to accept the Naming Policy as amended by Kathy Coughlin, Seconded by Marc Van De Water.
  - Aye: 5, Nay: 0, Abstain: 0.

**b. Transfer of deaccessioned materials to the Friends**

- Motion to transfer deaccessioned materials to the Friends of the Library by Aimee Huntemann, Seconded by Kathy Coughlin.
- Aye: 5, Nay: 0, Abstain: 0.

**c. Planning for August 13 Listening Session**

- The event is planned from 10am to 12pm. Trustees are asked to be there from 9am to 12:30pm.
- Jason LaCombe will attend. Fred Moch has not confirmed yet.
- What should Jason LaCombe focus the presentation on?
- The meeting will be advertised through the website, social media, public posting and the Parks and Recreation sign.
- Dianne Hathaway will talk to local clubs and make a commercial for GTV.
- The event could be added to school newsletters.
- Board members are asked to attend other public meetings and invite to the listening sessions during public comment.
- Flyers will be passed out at the library and around town.

**d. Attendance at Select Board meetings**

- Samantha Homan and Marc Van De Water attended the most recent Select Board meeting.
- Aimee Huntemann will attend the next meeting.
- All Trustees are asked to attend at least one Select Board meeting during the month they are assigned to meetings of note.

**e. Outdoor signage for events**

- Happy Beale suggested to have a simple poster for an a-frame sandwich board with a picture of the expansion project to advertise the library during events.
- Format and funding were the main concerns.
- All Trustees should think about options.

**f. Upcoming library tours: June 4, August 6, October 15**

- For the next library tours the target audience needs to be identified to rebrand the visits.
- Ideas were “Secrets of the Library”, scavenger hunts, mocktails and games.

**g. NHLTA trustee workshop report**

- Some excellent and diverse presentations were given. Some presentations were lacking.
- Some presentations and workshops would have been more suitable for library staff rather than Trustees.
- Attendees shared their experiences and ideas. Aimee Huntemann will email out her notes.

**h. Miscellaneous**

- Bill Kordas meeting of notes will be covered by Aimee Huntemann and Kathy Coughlin. Samantha Homan will send a revised list.
- Kathy Coughlin reminded the Board that the Trustees should bring ideas to meetings instead of approaching Dianne Hathaway directly.
- Buildings and Facilities is canceling their next meeting and will discuss future meetings at the June work meeting.
- With Bill Kordas gone there is no Trustee involved with the Friends of the Library. All Trustees are asked to consider if they would join the Friends.

**i. Items for Monthly Executive Report**

- The Board received and accepted a resignation from a board member.
- The Board welcomed a candidate for an alternate seat.
- The Board accepted a donation.
- The Board adopted all new IT policies presented.
- The Board accepted the naming policy. It will go to the GPL Foundation.
- A listening session is scheduled for August 13, 2022, 10am at Stark Hall.

**11. 'Parking Lot'**

- Statistics Breakdown
- Alternate Recruitment

**12. Non-Public Session was not held.**

**13. Adjournment at 8:35pm.**