

Goffstown Public Library Board of Trustees

Minutes

June 15, 2022, Goffstown Public Library Third Floor Conference Room

1. Call to Order at 6:39 pm - Silence Phones

Members present: Samantha Homan (Chair), Kathy Coughlin (Vice Chair), Diane Hebert, Aimee Huntemann

Members absent: Margaret "Happy" Beale, Marc Van De Water

Also present: Dianne Hathaway (Library Director), Laura Stevens (Alternate Candidate), Myriam Resnick (Minute Taker)

2. Chairperson's Report

3. Acceptance of Minutes

- Minutes for May 18, 2022, and June 1, 2022
Motion to accept both sets of minutes as presented by Aimee Huntemann,
Seconded by Samantha Homan.
Aye: 3, Nay: 0, Abstain: 1.

4. Acceptance of Donations

- Acceptance of 250 meal vouchers from Great NH Restaurants (Cactus Jacks, T-Bones, Copper Door) for summer programming for kids. Each voucher is worth \$10 for a total value of \$2,500.
- Acceptance of \$1,586 gift from the Friends of the Goffstown Public Library, restricted to the following:
 - \$400 for the summer children's performer.
 - \$150 for a teen performer.
 - \$800 for gingerbread decorating kits.
 - \$160 for pizza for Teen Advisory Board.
 - \$76 for a mobile projector and a laptop stand.
- Acceptance of a \$300 gift from the Friends of the Goffstown Public Library for the following program on July 26: "The Atlantic White Shark Conservancy: Awareness Inspires Conservation – Join us for an evening on the cutting edge of shark conservancy and research, as the library welcomes the Atlantic White Shark Conservancy, an association working off the coast of Cape Cod." The talk will cover a wide range of topics, from the public perception of sharks and their impact on seaside communities, as well as the larger role of sharks in our marine ecosystem.
- Motion to accept donations as presented by Aimee Huntemann,
Seconded by Diane Hebert.
Aye: 4, Nay: 0, Abstain: 0.

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

- Kathy Coughlin signed two checks for the summer learning grant, \$15.00 and \$103.33.
- Kathy Coughlin signed a check for \$15.87 from the Lamontagne Funds.

- Kathy Coughlin signed a reimbursement check for a lost book (“Pokémon: Sword &Shield Vol.I”) for \$4.99.
- Kathy Coughlin signed a check to Ingram for \$14.28 from the McKinnon restricted fund.
- Kathy Coughlin signed a check to Ingram for \$10.37 from the Herman restricted fund.
- Kathy Coughlin signed a check to Ingram for \$13.75 from the Herman restricted fund.
- Kathy Coughlin signed 13 employee change of salary forms.
- Patti Penick is going to ALA in July. All expenses related are in the financial report.

6. Other Reports

a. Library Director’s Report

- The Budget Committee will visit the library Tuesday, June 21, 2022. Samantha Homan and Kathy Coughlin will be present.
- 25 posters for the community forum have been printed.
- Staff reviews have been completed.
- The new staff is doing great.
- The summer program has begun.
- Statistics are looking well.
- Maple Avenue students came to visit the library.
- GMILCS meets tomorrow for their annual meeting.
 - They vote on their 2023 budget and new officers.
 - Some members are looking at the dues formula.
 - The articles of agreement were reviewed and are ready to be signed.
 - GMILCS will upgrade to version 7.2 in August. That should only take one day.
- Department reports were sent to all Trustees.

b. Administration and Finance Committee Report

c. Buildings and Facilities Committee Report

- B&F will continue to explore grant opportunities and other options to obtain funding for the building project, with a goal of presenting 10 grant opportunities in detail for the August 17, 2022, full board meeting.

d. Human Resources Committee Report

- HR noted plans to take effect with a new director:
 - Adjustments to the director evaluation process
 - Step increases
 - Improvement plan triggers
- HR wants to get away with the self-evaluation of the Board and do an annual Trustee training instead with a check in six months later.
- A mentor system will be added.
- A password protected new Trustee onboarding website will be created as well as a section for chair and vice chair responsibilities.

e. Ad Hoc Strategic Planning Committee

f. Friends of the Library Update

- \$5,927.03 was deposited from the successful June 4 book sale. Thank you to everyone who volunteered their time.
- They approved a \$150 gift to the Odd Fellows for the use of their tables.
- They approved up to \$180 for a cold-water dispenser for Parks & Recreation for the use of their tables and other assistance.
- They will transfer \$400 to the GPL Foundation, previously encumbered.
- They agreed to contribute \$300 to the GPL to fund "Awareness to Inspire Conservation" by the Atlantic White Shark Conservancy.
- Next meeting: September 14, 2022.

g. Foundation

- They met with Chris Strong to address questions members had about the contract.

7. Report on Meetings of Note: Happy Beale (Next Month: Diane Hebert)

- Select Board meeting discussed allowing to fly pride flags for one week during the month of June (June 18 – 25, 2022).
- The Budget Committee toured Barnard park, the police station and fire station 19. They will be touring town hall, fire station 18 and the library

8. Old Business

9. New Business

a. McFarland-Johnson recommendation about phased building approach.

- Kathy Coughlin contacted Danielle Basora about pulling from a bond in stages. This is complicated and expensive.
- A&F recommended to go to CIP for bond in 2023 with the entire project.
- Motion to go to CIP with the full project for 2023 by Diane Hebert, Seconded by Aimee Huntemann.
Aye: 4, Nay: 0, Abstain: 0.

b. Nomination for NHLTA Annual Awards.

- Deadline is July 15, 2022
- Letters of support should be received by July 1, 2022.
- Friends of the GPL
 - Dianne Hathaway will email a letter to Samantha Homan.
 - The Trustees will reach out for letters of support.
- Dianne Hathaway
 - Samantha Homan will contact Kelly Boyer, Bill Babine, and others for letters of support.
 - Aimee Huntemann will send information from the previous nomination.

c. Trustee attendance at Friends meetings.

- The Friends meet the second Wednesday of every month starting again in September.
- All Trustees will consider their schedules and

d. Upcoming library tours: June 4, October 15.

- The tour on August 6 was removed due to a big event on that day.
- Video tours.
 - YouTube, GTV, Website
 - Do snippets of different scenarios that highlight the challenges of the building and cut them together or put them on TikTok.
 - Do shorts highlighting services, secrets, events, and the uniqueness of the GPL.
 - GTV will assist with the creation of the video tours.

e. Recommendation for Laura Stevens to fill the empty seat on the Board of Trustees

- Laura Stevens has been a librarian for more than 10 years.
- She has worked with library boards as well as town committees and boards.
- She was part of the beginning stages of a building project in Massachusetts.
- Laura agrees with the mission of the Goffstown Public Library and the Board of Trustees.
- Currently Laura Stevens is the assistant director in Salem, NH.
- As a Goffstown resident she would like to help her home library as a Trustee.
- Motion to recommend Laura Stevens be appointed to fill a vacant Library Trustee seat for a term of one year ending in March of 2023 by Kathy Coughlin,
- Seconded by Diane Hebert.
Aye: 4, Nay: 0, Abstain: 0.

f. Miscellaneous.

- GTV will help with the ad for the listening session.
- Dianne Hathaway suggests the Trustees request a meeting with the Select Board regarding the building addition.

g. Items for Monthly Executive Report.

- The Board accepted grants and donations.
- The Board will have a web-based onboarding site for members to access documents.
- The Board approved the A&F recommendation for bonding the complete addition project.
- The Board discussed a video tour of the building
- The Board formally voted to recommend Laura Stevens for a vacant Library Trustee seat.

10. 'Parking Lot'

- Statistics Breakdown
- Alternate Recruitment

11. Non-Public Session was not held.

12. Adjournment at 7:51 pm.