

Goffstown Public Library Board of Trustees

Minutes

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

1. Call to Order at 6:33 pm - Silence Phones

Members present: Kathy Coughlin (Vice Chair), Margaret “Happy” Beale, Diane Hebert, Aimee Huntemann, Laura Stevens

Members absent: Samantha Homan (Chair)

Also present: Dianne Hathaway (Library Director), Kelly Boyer (Select Board Representative)
Myriam Resnick (Minute Taker)

2. Public Comment/Guest Speakers/Correspondence

3. Chairperson’s Report

- a. Samantha Homan went before the Select Board. She gave an update on the building plans and answered questions.

4. Acceptance of Minutes

- a. Minutes for June 15, 2022.
 - Under HR “get away with” was changed to “do away with”.
 - Under 9c “and” was changed to a period.
 - Motion to accept minutes as amended by Aimee Huntemann, Seconded by Diane Hebert.
Aye:3, Nay: 0, Abstain:1.
- b. Minutes for July 6, 2022.
 - The word “agenda” was changed to “minutes”.
 - A correction was made in the date of the listening session.
 - Motion to accept minutes as corrected by Diane Hebert, Seconded by Kathy Coughlin.
Aye: 3, Nay: 0, Abstain: 2.

5. Acceptance of Donations

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

- Samantha Homan signed a \$2,500 check for the Town of Goffstown to pay SRG for the retainer.
- Samantha Homan signed a \$64.72 check from the Summer Learning Grant.
- Samantha Homan signed a \$13.23 check for a book from the McKinnon Fund.
- Samantha Homan signed a \$112.39 reimbursement to Dianne Hathaway due to an Amazon order charged to her personal card in error.
- Samantha Homan signed a \$62.24 mileage reimbursement for Dianne Hathaway for May-June. Mileage rates will change on July 1.
- Samantha Homan signed an \$18.27 check for a book from the McKinnon Fund.
- Samantha Homan signed a \$9.89 check to Saoirse O’Toole for a book reimbursement.

- Kathy Coughlin signed a reimbursement check for \$95.09 to Stacey Desrosiers for supplies purchased for the Summer Learning Grant.
- Kathy Coughlin signed a letter to finance authorizing writing a check to Dianne Hathaway for cell phone reimbursement in the amount of \$300.
- Kathy Coughlin signed a letter to finance authorizing writing a check to the town for bookkeeping services in the amount of \$1000.
- The invoice numbers from the janitorial services are not consecutive because they are their invoice numbers.

7. Other Reports

a. Library Director's Report

- The panic alarm batteries were updated. The system had to be taken offline for one hour to do this.
- Carpets and upholstery were cleaned.
- The toilet in the second-floor bathroom was replaced.
- The water shut off valve needs replacement. This will require a large amount of planning.
- The thermostat on the second floor was replaced.
- The staff pay increases were implemented.
- The summer experience is under way and highly successful.
- The shelving ordered through ARPA funding has become unavailable. Dianne Hathaway has selected an alternate vendor and filed for an extension. The vendor is more expensive. Less shelving was ordered, and a small amount of library funding (~\$64) was used to maximize the grant money. The shelving will be installed and is higher quality.
- The website visits are significantly down because the library has less databases and people are returning to physical books and browsing the library instead of using digital content and the online catalog.
- Visitor numbers are rising with 1,020 people coming to the library the week of July 4th.
- GMILCS meets tomorrow, July 21, 2022.
- The system will be down for an upgrade on August 25, 2022.
- Department reports were sent to all Trustees.

b. Administration and Finance Committee Report

c. Buildings and Facilities Committee Report

d. Human Resources Committee Report

- HR recommended the LBOT vote to approve a 3 percent market adjustment in wages.
- HR completed a draft letter to nominate the Friends for NHLTA award.
- HR added a policy to the personnel manual regarding lactation breaks.
- HR met with Dianne Hathaway and Tammy Gross: an onboarding website was created; content was sent to Tammy Gross for upload. Diane Hebert will provide the URL and password to LBOT.

e. **Ad Hoc Strategic Planning Committee**

f. **Friends of the Library Update**

g. **Foundation**

8. Report on Meetings of Note: Diane Hebert (Next Month: Aimee Huntemann)

- Laura Stevens was appointed to the Library Board of Trustees.
- Several upcoming events were mentioned like Uncommon Art on the Commons and the Manchester Marathon.
- Traffic flow on Maple Avenue during school pickup and drop off will be reviewed.
- There was a lot of commentary on the pride flags.
- July 11, 2022, Samantha Homan presented to the Select Board.
- The Budget Committee toured the library on June 21, 2022.

9. Old Business

a. COVID-19 Procedures Update.

- A staff member tested positive for Covid-19. Other staff has increased self-testing and are advised to stay home if they show any symptoms.

10. New Business

a. NHLTA Budget Finance Workshop

- Tuesday, August 9, 10 a.m.-2 p.m., Center at Triangle Park, 25 Triangle Park Dr., Concord
- Building on the knowledge of NH RSAs, we will discuss the interactions between the Town Select Board, Budget Committee, and Library Trustees in preparing and obtaining Town approval of the annual budget, for both lapsing and non-lapsing funds. The workshop will cover operating responsibilities, including weekly, monthly, and annual reporting responsibilities.
- Bring a bag lunch.
- Registration deadline is August 5.
- Anyone who can attend should let Dianne Hathaway know.

b. Trustee attendance at Friends meetings.

- The Friends will meet next on September 14, 2022, at 6:30pm.
- Laura Stevens will attend their meetings.

c. Upcoming library tours.

- October 15.
- Video tours are planned.

d. Miscellaneous.

- i. Vote on 3% market adjustment in wages
Motion to approve a 3% market adjustment to the wage matrix starting July 1, 2023, by Diane Hebert, Seconded by Laura Stevens
Aye: 5, Nay: 0, Abstain: 0.
- ii. Kathy Coughlin will check in with Chris Strong on her receiving the retainer check.

- iii. Dianne Hathaway and GTV are working on the ad for the listening session.
- iv. The State of NH abandoned property list has the library listed on it. The Trustees are owed \$26.63. Dianne Hathaway has done the appropriate paperwork.
- v. National Night Out
 - It is a nationwide community evening facilitated by police departments
 - The Trustees and the Foundation will be present this year.
 - There will be bookmarks and a button maker for kids to color.
 - The teens could create a design for the buttons that the kids could color in.
- vi. The Trustees discussed thoughts about the pumpkin regatta and potential activities.
 - The lawn games will be set up.
 - The Friends will have a book sale.
 - Kids will be able to make buttons and bookmarks again.
 - Having a food vendor at the library was considered.
- vii. Rules for emails amongst the Board:
 - Trustees cannot communicate as the entire board or committee about library business as it would be considered a meeting.
 - If emailing a staff member as a Trustee about library business always copy Dianne Hathaway.

e. Items for Monthly Executive Report.

- HR recommended a 3% market adjustment for 2023 wages. The Board approved the recommendation.
- Board discussed Samantha Homan's update to the Select Board.
- The GPL Foundation and Library Board of Trustees will be present at National Night Out.
- The Board is planning activities for the pumpkin regatta.

11. 'Parking Lot'

- **Statistics Breakdown**
- **Alternate Recruitment**

12. Non-Public Session was not held.

13. Adjournment at 7:55pm.