

Goffstown Public Library Board of Trustees

Minutes

August 17, 2022, Goffstown Public Library Third Floor Conference Room

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

Members present: Samantha Homan (Chair), Kathy Coughlin (Vice Chair), Margaret "Happy" Beale, Diane Hebert, Aimee Huntemann, Laura Stevens

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

- Draft Naming Policy update:
 - Legal sent the policy back without changes.
 - The Board can move forward refining it.
 - Dianne Hathaway sent out the current version of the policy.

4. Acceptance of Minutes

- Minutes for July 20, 2022.
Motion to accept minutes as presented by Kathy Coughlin, Seconded by Aimee Huntemann.
Aye:5, Nay: 0, Abstain:1 (Samantha Homan was not present).
- Minutes for August 3, 2022.
Motion to accept minutes as presented by Kathy Coughlin, Seconded by Happy Beale.
Aye:6, Nay: 0, Abstain:0.
- Minutes for the Listening Session on August 13, 2022.
Motion to accept minutes as presented by Laura Stevens, Seconded by Kathy Coughlin.
Aye:5, Nay: 0, Abstain:1 (Happy Beale was not present).

5. Acceptance of Donations

- Acceptance of a \$100 donation in memory of Ella LaMontagne from Moe and Marion Archambault. No restrictions.
- Acceptance of a \$500 gift in memory of Ella LaMontagne from the Kitchen family. No restrictions.
- Acceptance of a \$50.00 gift in memory of Ella LaMontagne from Diane and Tony Coniglio. No restrictions.
- Acceptance of a \$25.00 gift in memory of Ella LaMontagne from Joseph and Anna Malyndziak. No restrictions.
- Acceptance of a \$150.00 gift in memory of Ella LaMontagne from Kathy Bean and Jane Ansaldo Church. No restrictions.

- Acceptance of \$448.98 contribution from the TD Bank Affinity Program. No restrictions.
- Acceptance of \$26.63 from the State of New Hampshire, State Treasurer, Abandoned Property Division. The Library Director filed a claim for a refund from Mattel, Inc., included on the abandoned property list. No restrictions.
- Motion to accept donations as presented by Aimee Huntemann, Seconded by Kathy Coughlin.
Aye:6, Nay: 0, Abstain:0.

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

- Kathy Coughlin signed a check for \$1,000 for bookkeeping services.
- Kathy Coughlin signed a check for \$30.45 to Rodgers Memorial Library for a damaged book.
- Samantha Homan signed a check for \$10.36 for a book from the B. Herman Fund.

7. Other Reports

a. Library Director's Report

- Stonework needs to be done on the lower part of the building to repair mortar falling out. The mason recommended additional wall repairs.
- The lawn sign needs to be refreshed.
- The water shutoff valve needs to be replaced.
- The summer experience is almost over. It was well attended and positively received.
- Statistics are looking good. Several weeks had over 1,000 visitors.
- GMILCS meets virtually on August 18, 2022.
- The system will briefly be down for an update next week.
- Department reports were sent out.
- The library received a very nice letter from a mom about the summer experience.

b. Administration and Finance Committee Report

- **Budget presentation**
 - The budget is kept tight, and some lines still must be confirmed with suppliers before the vote in September.
 - The budget increased at approximately 5% due to rising cost and market adjustments.
 - Some rarely used electronic subscriptions were removed.
 - All Trustees are asked to compare the spreadsheet to the narrative to ensure accuracy and coherence.
 - Dianne Hathaway and Samantha Homan will present the budget.
 - Trustees are encouraged to be present at the budget presentation to show support.

c. Buildings and Facilities Committee Report

- They discussed grant opportunities to research.

d. Human Resources Committee Report

I. Vote needed: Lactation Policy

- Minor changes for consistency in phrasing were made.
- Motion to accept the Lactation Policy as amended by Kathy Coughlin, Secoded by Aimee Huntemann.
Aye:6, Nay: 0, Abstain:0.

II. Vote needed: Strategic Plan

- The names of the Trustees are replaced with a link to the Trustees in the About section of the GPL website.
- The goals align with the subcommittee responsibilities. The committees will break down them down into smaller steps and give an update at least annually.
- Motion to accept the Strategic Plan as amended by Aimee Huntemann, Secoded by Kathy Coughlin.
Aye:6, Nay: 0, Abstain:0.
- The Strategic Plan is added for review every July.

III. Annual calendar review

- The Strategic Plan review was added to July.
- Select Men was changed to Select Board.
- Staff appreciation funding would be considered employee wellness and should go in the budget.
- Motion to accept the calendar as amended by Kathy Coughlin, Secoded by Aimee Huntemann.
Aye:6, Nay: 0, Abstain:0.

e. Ad Hoc Strategic Planning Committee

f. Friends of the Library

g. Foundation

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

➤ Laura Stevens will take October for Kathy Coughlin. Kathy Coughlin will take November.

- The Select Board announced the listening session.
- The Select Board will bid for municipal auditing services.
- Heating numbers should be in by August 22, 2022.
- There are no updates on the GPD building upgrade.
- Changes to the Maple Avenue traffic pattern during school drop off and pick up hours starting August 30th, 2022, have been announced.
- CIP met on July 21, 2022. They announced the library planning to go for bond in 2023.
- The estimated increase on the tax rate for the library addition would be \$0.25.
- The Barnard Park pool project might be premature.

9. Old Business

a. COVID-19 Procedures.

10. New Business

a. Grant opportunity assignments.

- Trustees are asked to research 3 grant opportunities for eligibility, process, and restrictions.
- Samantha Homan will send out the grant list, assignments, and questions.
- Feedback on at least one grant opportunity each should be ready by the September 7, 2022, work meeting.

b. Listening session feedback

- The attendance was less than expected.
- The questions asked were good.
- Attendees showed interest and excitement.
- For future presentations pictures of the interior of the library should be added to emphasize the space issues.
- Questions are added to the website.
- The next listening session should be at the library on a Thursday evening.

c. Items for Monthly Executive Report.

- The Board accepted donations.
- The Board discussed the draft 2023 library budget as recommended by the Administration & Finance Committee.
- The Board approved the lactation policy as part of the personal manual.
- The strategic plan was accepted by the Board.
- The Board approved the revised annual calendar.
- The Chair of the Board has assigned each member 3 grant opportunities to research.
- The Board discussed the listening session on August 13, 2022.

11. 'Parking Lot'

- Statistics Breakdown
- Alternate Recruitment

12. Non-Public Session was not held.

13. Adjournment at 8:15 pm.