

Goffstown Public Library Board of Trustees

Minutes

October 19, 2022, Goffstown Public Library Third Floor Conference Room

1. Call to Order at 6:31 pm - Silence Phones

Members present: Samantha Homan (Chair), Diane Hebert, Aimee Huntemann, Laura Stevens

Members not present: Kathy Coughlin (Vice Chair), Margaret "Happy" Beale

Also present: Dianne Hathaway (Library Director), Kelly Boyer (Select Board Representative), Evelyn Redmond (Foundation Vice-Chair), Myriam Resnick (Minute Taker)

2. Public Comment/Guest Speakers/Correspondence

3. Chairperson's Report

- Regatta feedback/results.
 - The food vendor was very excited working with the library and advertised the cooperation in advance giving a discount to library card holders. The cooperation was so successful that the Board wants to bring them back for future events.
 - TAP was very enthusiastic about their involvement and engaged the public
 - Motion to repurpose funds for pumpkin decorations (\$40) to buy TAP dinner for their next meeting by Samantha Homan, Seconded by Laura Stevens.
Aye:4, Nay: 0, Abstain:0.
 - Samantha Homan gave a Thank You card for the lending and assistance with the motor.
 - The library tour was a success.
 - Aimee Huntemann collected email addresses of people interested in speaking up at Select Board meetings about the addition project. Samantha Homan will draft an email.
- The neighborhood news published an article about Dianne Hathaway's Library Director of the Year Award.
- Samantha Homan and Kathy Coughlin completed a staff exit interview.

4. Acceptance of Minutes

- Minutes for September 21, 2022, and October 5, 2022.
- Motion to accept minutes as presented by Laura Stevens,
Seconded by Aimee Huntemann.
Aye:4, Nay: 0, Abstain:0.

5. Acceptance of Donations

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

- Samantha Homan signed an employee change of status form.
- Samantha Homan signed a check in the amount of \$34.39 for the LaMontagne funds.

7. Other Reports

a. Library Director's Report

- Brickwork repairs were done mostly in the back of the building.
- Baits for rodents were redone.
- Parks & Rec assisted in removal of old shelving.
- The new mobile shelving has arrived and been assembled.
- A staff member had a baby and is on maternity leave.
- Dianne Hathaway and Tammy Gross met with members of the Foundation to discuss pie auction tasks.
- The statistics look very good.
- GMILCS meets tomorrow and will go through the audit.
- Dianne Hathaway assisted the Nesmith Library Director with two group chair orientations.
- GMILCS is planning a retreat in February.
- Department reports were sent out.

b. Administration and Finance Committee Report

- Budget work.
- Marketing RFP work.
- Policy matrix review.

c. Buildings and Facilities Committee Report

- B&F sent the grant tracker to the full board on October 7.

d. Human Resources Committee Report

e. Ad Hoc Strategic Planning Committee

f. Friends of the Library Update

g. Foundation

- Kathy Coughlin is meeting with Chris Strong every other week.
- The website was updated.
- They met with Tammy Gross & Dianne Hathaway for pie event planning.

8. Report on Meetings of Note: Laura Stevens (Next Month: Kathy Coughlin)

- The letter about Dianne Hathaway's award was read.

9. Old Business

- ### **a. COVID-19 procedures update**

10. New Business

a. Vote needed: Holiday calendar

- Motion to approve the holiday calendar for 2023 by Diane Hebert, Seconded by Aimee Huntemann.
Aye:4, Nay: 0, Abstain:0.

b. Vote needed: Warrant article.

- Motion to move the warrant article into the submission phase for the March 2023 ballot election by Aimee Huntemann, Seconded by Diane Hebert.
Aye:4, Nay: 0, Abstain:0.

c. Pie event updates.

- Chairpersons Challenge.
 - Samantha Homan will challenge department heads and committee chairs for a special category.
 - For future years it was discussed to encourage committee chairs and department heads to challenge each other to a bake off.
 - Laura Stevens will create pie challenge cards.
- Contacting local bakeries.
 - Laura Stevens created a list of bakeries that make pies. Diane Hebert will contact the bakeries for donations.
- Judges.
 - Dianne Hathaway will complete the judge panels.
- Planning
 - The Board briefly talked about payment methods and organization for the day of the event.
 - Tammy Gross & Dianne Hathaway will meet on Friday about volunteer management and will update the Board.

d. Next Listening Session: November 3.

e. Creativebug subscription

- Tammy Gross does not recommend renewal as usage has declined too much.
- Dianne Hathaway will close out the account

f. Items for Monthly Executive Report.

- The Board discussed the events of the regatta with positive comments all around.
- The Board approved the 2023 holiday calendar.
- The Board moved the warrant article to the Select Board for the March warrant.
- The Once Upon a Pie auction and competition is planned for November 19.
- The next listening session for the building addition is November 3 at 7pm at the library.

11. 'Parking Lot'

- Video tours.
- Alternate recruitment.

12. Non-Public Session, per RSA 91-A:3, II (a) & (c) was held from 7:35pm to 7:49pm.

13. Adjournment at 7:49pm.

Action Items:

- Samantha Homan will draft an email to supporters from the pumpkin regatta with information on how to approach the Select Board.
- Diane Hebert will contact local bakeries about pie donations.
- Laura Stevens will create challenge cards for the pie event Chair Challenge.