

## Goffstown Public Library Board of Trustees

### Minutes

November 16, 2022, Goffstown Public Library Third Floor Conference Room

#### 1. Call to Order at 6:31 pm with a recess from 6:51pm to 7:10pm - Silence Phones

*Members present:* Samantha Homan (Chair), Kathy Coughlin (Vice Chair),  
Margaret "Happy" Beale, Aimee Huntemann

*Members not present:* Laura Stevens, Diane Hebert

*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

- Michael York received 2022 Emerson Greenaway Award for distinguished service in librarianship at the New England Library Association Conference.
- Dianne Hathaway and Samantha Homan participated in a "Navigating the Library Board Chair-Library Director Relationship" workshop. GPL is the only library with a digital Trustee onboarding tool.

#### 4. Acceptance of Minutes

- Minutes for October 19, 2022.
- TAP was corrected to TAB.  
Motion to accept minutes as amended by Samantha Homan,  
Seconded by Aimee Huntemann.  
Aye:3, Nay: 0, Abstain:1 (Happy Beale abstained due to absence).
- Minutes for November 2, 2022.  
Motion to accept minutes as presented by Samantha Homan,  
Seconded by Aimee Huntemann.  
Aye:4, Nay: 0, Abstain:0.

#### 5. Acceptance of Donations

- \$300 grant from the NH Humanities Council for the program, "Songs of Emigration" with Jordan Tirell-Wysocki, on Tuesday, November 29.
- \$50 gift in memory of Ella LaMontagne. No restrictions.
- Four Boxes of Joe from Dunkin Donuts in Pinardville, valued at about \$64, for Once Upon a Pie.
- Floral display from Apotheca, valued at \$50, for Once Upon a Pie.
- \$300 from the Friends of the Goffstown Library for the purchase of gingerbread houses.
- Motion to accept donations as presented by Aimee Huntemann,  
Seconded by Samantha Homan.  
Aye:4, Nay: 0, Abstain:0.

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

- Samantha Homan signed a check for \$39.68 for a book from the LaMontagne Fund.
- Samantha Homan signed a check for \$18.52 for a book from the LaMontagne Fund.
- Samantha Homan signed a check for \$300 for the event, Songs of Emigration.
- The bookkeeper has not been able to get the financial packet to the Trustees.

**7. Other Reports**

**a. Library Director's Report**

- The elevator button is still acting up. New parts are ordered.
- The new shelving top and end panels came in. Additional end panels still need to be budgeted for.
- Polar Express will not be held this year due to staff shortage.
- Statistics look good.
- GMILCS will meet tomorrow.
- Updates from the departments were sent out.

**b. Administration and Finance Committee Report**

- A&F will meet tomorrow, November 17, 2022.

**c. Buildings and Facilities Committee Report**

- Grants discussion.

**d. Human Resources Committee Report**

- Updates to onboarding site and transition checklist.
- Preparation for director's mid-year check-in discussion.

**e. Ad Hoc Strategic Planning Committee**

**f. Friends of the Library**

- They set aside \$5,000 for library capital requests.
- Two years' worth of museum pass funds are available.

**g. Foundation**

**8. Report on Meetings of Note: Kathy Coughlin (Next Month: Samantha Homan)**

- The Select Board discussed the tax rate setting.
- Joined Select Board and Budget Committee meeting heard budget presentations.
- The Supervisor of the Checklist gave a general update.
- The historic district discussed the Grasmere Town Hall.

## 9. Old Business

### a. Listening Session

- Very good questions
- People signed up to help with the project.
- The photos in the beginning had great impact.

## 10. New Business

### a. Budget presentation feedback

- The presentation went well with good feedback.
- It received valid questions that were all answered.
- The tuition reimbursement program was explained.

### b. Pie event updates

- Laura Stevens: Pie quarter sheets.
- Tammy Gross added the foundation logo and a space for email addresses.
- Samantha Homan will take the sheets to the event.
- Kathy Coughlin spoke with Bill Babine asking questions and asking about the pie risers.
- Diane Hebert: Contact bakeries for pie donations.
  - The Trustees received an update on the bakery donations.
- The High School culinary club is donating pies.
- Table tent sheets with event and donation information was discussed.
- Taking credit card payments for larger pie slice purchases was discussed.
- Kathy Coughlin is talking to a potential photographer.
- The Trustees discussed getting a cash box.
- At pie drop off donors will be offered one free ticket per baker. The judges will receive a free slice of pie as well.

Motion to give one free ticket to bakers entering the contest and the judges planning to attend the event by Samantha Homan,  
Seconded by Aimee Huntemann.  
Aye:4, Nay: 0, Abstain:0.
- More advertising will be put out on social media.
- The Main Street program shared the event on their social media pages.
- All Trustees should be prepared to answer building project questions to ensure everyone gives consistent responses. Alternatively, questions can be written on a quarter sheet and later answered via email.

### c. Festival of Trees

- It is a tour of decorated trees sponsored by a realty company, and the winner will be announced on December 27, 2022.
- Sign up by November 25, 2022.
- Tree must be up by December 2, 2022 and stay up until Christmas Day.
- Samantha Homan, Kathy Coughlin, and Kelly Boyer will set up a tree for the library to participate.

**d. Friday Night under the Lights**

- The Trustees discussed but decided against having a table setup outside the library that night.

**e. Miscellaneous**

- Dianne Hathaway spoke with Derek Horne. The town will discuss the budget November 29, 2022, December 1, 2022, and December 6, 2022, with an additional date of December 8, 2022, if needed.  
He recommended pushing a dialogue about the building addition.
- Motion to purchase the additional five end panels for the mobile shelving by Kathy Coughlin, Seconded by Samantha Homan.  
Aye:4, Nay: 0, Abstain:0.
- Staff Appreciation lunch
  - Happy Beale will get a quote for lunch for 11 people from White Birch Eatery.
  - Dianne Hathaway will check the calendar.

**f. Items for Monthly Executive Report.**

- The Board accepted donations, grants, and gifts.
- The Board finished planning the Once Upon a Pie event.
- The Board reviewed the last listening session.
- The Board decided to participate in the Festival of Trees.

**11. 'Parking Lot'**

- Video tours.
- Alternate recruitment.

**12. Non-Public Session, per RSA 91-A:3, II (a) was not held.**

**13. Adjournment at 8:25pm.**