

**Goffstown Public Library Board of Trustees**  
**January 23, 2024**  
**Goffstown Public Library Third Floor Conference Room**

**1. Call to Order at 6:30 pm – Silence Phones**

*Members present:* Diane Hebert (Chair), Kathy Coughlin (Vice Chair), Brian Campbell, Kathy Holt, Elizabeth Jipson

*Members absent:* Margaret “Happy” Beale, Terry Curtis, Judy Johnson (Alternate)

*Also present:* Dianne Hathaway (Library Director), Kelly Boyer (Select Board Representative, entered 7:44 pm), Myriam Resnick (Minute Taker)

**2. Public Comment/Guest Speakers/Correspondence**

**3. Chair & Vice-Chair report**

- 1/12/24 – Diane Hebert signed a change of status form – employee resignation.

**4. Acceptance of minutes**

- Minutes for December 20, 2023*

Motion to accept the minutes for December 20, 2023, as presented by Kathy Coughlin,

Seconded by Brian Campbell.

Aye: 5, Nay: 0, Abstain: 0.

- Minutes for January 3, 2024*

Motion to accept the minutes for January 3, 2024, as presented by Kathy Coughlin,

Seconded by Brian Campbell.

Aye: 5, Nay: 0, Abstain: 0.

**5. Acceptance of Donations**

- \$500.00 gift from Carol & Kurt Huxel. Restricted to programming, per director’s discretion.

Motion to accept donation by Kathy Coughlin, Seconded by Betty Jipson.

Aye: 5, Nay: 0, Abstain: 0.

- Acceptance of \$4,945 in funding from the Friends of the Goffstown Public Library for the Museum Pass Program.

Motion to accept donation from the Friends for the Museum Pass Program by Kathy Coughlin, Seconded by Betty Jipson.

Aye: 5, Nay: 0, Abstain: 0.

**6. Financial report: monthly manifest, bank statement, signatures**

- 1/12 \$36.12 to Town of Goffstown – replacement check for 12/23 payment to Ingram Library Services

## 7. Other reports:

### a. Library Director's report

- The library has a new website.
- Department reports were sent out.
- A staff member resigned.
- Statistics are very good.
- The Hoopla limit was removed.
- An update on the budget was shared with the Trustees.
- GMILCS will meet tomorrow, January 18, 2024. They will change their credit card company.
- Last painter meeting this week.
- Hiring a new cleaning company. The price will double.
- Staff was informed about the changes to compensation.

### b. Friends of the Library

- They are starting to plan the June book sale.
- They are looking into changes to reduce the workload.
- They are planning to move boxes in evenings to get more help.
- Signs for the book sales will be changed.
- A newsletter will be developed to advertise the Friends and clarify what they do.

### c. Foundation

- The Foundation is separating from Strong Resource Group.
- They lost a donor due to the addition not happening.
- They lost a member but gained a new member.
- They are looking to ask a member to run the website and transfer domains.

## 8. Report of meetings of note (Next month: Terry Curtis)

- Nothing besides the budget (see 9a)

## 9. Old business

### a. Public hearing – Budget, discussion on warrant article

- There was pushback against the library having a CRF.
- The budget cuts to reduce taxes will result in reduced services across town. The Board will have to look at options to change hours.
- Brian Campbell will write up a speech for the deliberative session to argue for the CRF.
- Motion to have Diane Hebert speak on behalf of the Board at the deliberative session in library matters with Kathy Coughlin as the backup by Kathy Holt, Seconded by Betty Jipson.  
Aye: 5, Nay: 0, Abstain: 0.

**10. New business:**

**a. Vote needed: revision to Library Assistant – Youth Services job description.**

- The Board discussed the proposed changes to the policy. Suggestions for additions to the Personnel Manual were noted as well.

Motion to accept the changes to the Library Assistant – Youth Services job description as amended by Kathy Coughlin, Seconded by Betty Jipson.

Aye: 5, Nay: 0, Abstain: 0.

**b. Review: Naming Policy**

- The Board discussed the naming policy updates.

Motion to reaffirm the Naming Rights & Limits Policy by Kathy Holt, Seconded by Brian Campbell.

Aye: 5, Nay: 0, Abstain: 0.

**c. Annual Report narrative – feedback**

- Diane Hebert will send out the narrative for the Annual Report.

**d. Evaluation / Director Self-evaluation**

- Kathy Coughlin explained the process for the director evaluation.
- The Trustees have a deadline of February 14<sup>th</sup>, 2024.
- Dianne Hathaway has a deadline of February 22<sup>nd</sup>, 2024.

**e. Candidate filing – 2/3 deadline**

- Two 2-year and two 3-year library seats are open for election in March.
- Trustees and Alternates interested in running are asked to coordinate with each other on the seats they will run for and sign up as soon as possible.

**11. Miscellaneous**

- A conversation about the pie event and the earned funding for the Foundation will be added to a future meeting.

**12. Items for Monthly Executive Report**

- Acceptance of donations
- The Board discussed the Budget Committee public hearing and upcoming deliberative session.
- The Board accepted an employee resignation.
- The Board reviewed and reaffirmed the naming rights & limits policy.
- Board started the review process for the library director.

**13. Parking Lot**

- alternate recruitment

**14. Non-public session held from 8:01pm to 8:55pm. Non-public minutes sealed by unanimous roll call vote until 01/01/2027.**

**15. Adjournment at 8:56pm.**

**Reminder: Upcoming Meetings and Events:**

- LBT meetings: February 7 and 21, 2024 at 6:30 p.m.
- Friends: Wednesday, February 14, 2024, 6:30 p.m.
- Deliberative Session, first part: Saturday, February 3, 2024, 10:00 a.m., GHS Theatre