

**Goffstown Public Library Board of Trustees**  
**April 2, 2025**  
**Goffstown Public Library Third Floor Conference Room**  
**Working Meeting Agenda**

**Call to Order** at 6:31 pm – Silence Phones

Members present: Terry Curtis, (Chair), Jordan Evans (Vice Chair), Kathy Coughlin, Kerstie Hazelbaker, Elizabeth Jipson, Judy Johnson, Casey Leach (Voting Alternate)

Members absent: Lisa Mazur

Also present: Dianne Hathaway (Library Director), Patti Penick (Director of Youth Services), Richard Manzo (Select Board Representative), Helene Bureau (Minute Taker)

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

- a) Public Comment: N/A
- b) Guest Speaker: N/A
- c) Correspondence: N/A

**2) Updates from Library Director / Chair & Vice Chair / Board Members**

- a) Legislative updates
  - i) HB273: relative to a parent's access to their minor child's library records.
  - ii) HB376: specifying that library user information exempted from disclosure in the right-to-know law includes information regarding library cards and library membership status.
  - iii) HB666: relative to adding restitution payment for violations of the confidentiality of the library use records and adding library cards and membership status to the list of confidential matters.
  - iv) Presidential Executive Order – Eliminate the Institute of Museum and Library Services (IMLS)
  - v) HB1/HB2 Budget & Trailer bills – proposals to repeal NHSL, eliminate position of State Librarian Withdrawn by Rep Sweeney.
  - vi) HB 340 – NHLA is working on a letter for their response and has requested Dianne's input. In addition to ramifications for the Candidates' Guide created with information submitted to the GPL, this may also affect the ability of the Town Hall to print the voter guide. This board will not pursue advocacy regarding this bill.
- b) Educational Opportunities
  - i) NHLTA Annual Meeting, May 1<sup>st</sup>. Registration is due by April 17<sup>th</sup> (\$65 member, \$85 nonmember).
  - ii) The municipal association will present a RTK workshop on May 6<sup>th</sup>. There is a fee associated - \$65 for members (Goffstown is a member). Let Dianne know if you want to attend.
- c) Director's Report (discussed monthly at business meetings, not working meetings.)

**3) Old Business:**

- a) Foundation Update (discussed monthly at business meetings, not working meetings.)
- b) Friends Update (discussed monthly at business meetings, not working meetings.)
- c) Authorized signer/TD Bank –
  - i) New TD Bank regulations require a written authorization by the board (minutes will suffice).
    - (1) Motion to allow Terry Curtis and Jordan Willow Evans to have signatory power at TD Bank by Kathy. Seconded by Betty. Aye: 6; Nay: 0; Abstain: 0
- d) Policy Review
  - i) Implied Authority LBOT Policy: Discussion
    - (1) Regarding a request for a letter of library support from representatives, Terry doesn't feel the LBoT has the authority to advocate on behalf of the board unless the discussion directly affects the GPL. Even so, the Chair/Vice Chair should only act with the approval of the LBOT. Individuals can advocate as citizens without mentioning their affiliation with the LBoT.
    - (2) "Committees" will be left in the language to leave the option of having standing and ad hoc committees in the future.
    - (3) Amending "routine documents" to include financial documents (etc.) won't satisfy TD Bank's requirements, it isn't worth changing the language.
    - (4) Motion to reaffirm the Implied Authority of the LBoT Chair and Vice Chair Policy as presented by Kathy. Seconded by Betty. Aye: 6; Nay: 0; Abstain: 0
- e) Strategic Plan
  - i) Survey status – The committee will send out a reminder next week for Library Week and Casey will have it added to the Business Connection publication. They want to emphasize the message that they want to hear from people who don't use the library to help understand why. The goal was for 500 responses; 300 appears to be more realistic.
- f) Building/Facilities Issues
  - i) Window Project/ LCHIP Updates – The committee met yesterday to work on the letter of intent that's due April 30. The Foundation is "Crushing It" with the tagline of "Seal the Deal" with a chapter to reflect each step in the project. It's noted that the budget has increased due to increased costs. Mary Jenkins has worked diligently on the project creating graphics and so forth. Reminder that the Remix fundraiser is next week, April 9<sup>th</sup>.
  - ii) Drainage project (see attached RFP) - DPW worked on the RFP and notes that the project likely couldn't start until September because of extensive summer usage. The funds would only cover patches over the work area and would need to be repaved in 2026. Paving would cost approximately \$35,000 unless it all has to be hand worked due to the small space. The project maintains the current footprint. The 2 drywells will remain, but a trench will be dug to accommodate the pump that will be installed to

- bring the water up to the sewer. It does not include any updates to the parking lot lighting.
- (1) The library may want to consider using conservation (hardier) seed for reseeding the green space.
  - (2) The library may wish to investigate the use of permeable pavers to increase land use.
  - (3) Dianne has complained to Eversource twice regarding the lighting in the parking lot who has said they've fixed the problem (with no discernable difference).
- iii) Occupant Load – impact and mitigation –
- (1) Story time has been reduced to 8 slots per session, so they added another session. Saturday story time will change drastically in the fall because it has traditionally been a drop-in program; however, it will now be available only by pre-registration.
  - (2) Patti has reached out to local churches for larger spaces for the larger summer programs but has not been successful. She is also reaching out to Maple Ave Elementary to see if they will have space available. Patti will investigate using the Town Hall and Webster Lodge (Odd Fellows). She is also looking at doing smaller programs. She is willing to explore other venues if people have suggestions.
- g) Alternate Trustee Application:
- i) Discussion of alternates being required to attend consecutive meetings.
  - ii) The current application is very basic and doesn't ask what may qualify prospective applicants for the position. Jordan has developed questions that the LBoT can address at the working meeting in May. The LBoT may also review the policy at that time.
- h) Anything else – nothing noted

#### **4) New Business:**

- a) Non-public meeting minutes policy discussion:
- i) Terry offered a procedure/policy for taking minutes at nonpublic meetings that she borrowed from another town.
    - (1) Question about needing to sign the minutes.
    - (2) Annual reviews are now required by law.
    - (3) Timeline for posting nonpublic meeting minutes.
    - (4) Will the LBoT be able to include timelines for personnel matters?
    - (5) What minutes will be sealed and for how long?
  - ii) Jordan will take point on reviewing this policy and researching what should be included. She will also develop a procedure for record retention and review.
- b) Capital Improvement Project (CIP) – (CIP projects are \$25K or more.) These projects document how the LBoT is committed to continuing the preservation and use of this building by spreading the projects and costs over time when possible.
- i) Repointing of the brickwork is on the 2026 CIP but Dianne would like to move it to 2027 to allow the money to be used for the repaving project. The mason said that the

building is not in danger if the project is pushed out to 2027. Consider adding parking lot expansion in 2028.

(1) 2026 repair current asphalt

(2) 2027 repointing bricks

(3) 2028 parking lot expansion

c) Anything Else

i) Patti presented an assignment completed by a first grade student and avid library user (attached to minutes).

**5) Non-public session:** Not needed

**6) Parking Lot:**

a) Bathroom engineering study – funds must be expended by 12/31/2025

b) Brick repointing – not included in LCHIP grant proposal

**7) Adjournment:** Motion to Adjourn at 7:49 PM by Kathy. Seconded by Judy. Aye: 6; Nay: 0; Abstain: 0

**Reminders: Upcoming Meetings and Events:**

- Remix Fundraiser April 9<sup>th</sup>
- LBoT Business meeting April 16<sup>th</sup>
- NHLTA Annual Meeting, May 1<sup>st</sup>
- NHMA Right to Know Workshop, May 6<sup>th</sup>

***ACTION ITEMS***

Terry Curtis

- Add “investigate meeting recordings” to next meeting’s discussion.
- Cover Town meetings in April

Jordan Evans:

- Review nonpublic meeting policy and researching what should be included.
- Develop a procedure for nonpublic meeting record retention and review.
- Review the LBoT Alternate policy and required paperwork.
- Cover Town meetings in June

Patti:

- Investigate spray-on flame retardant

Helene

- Send perma-paver info to Dianne