

Goffstown Public Library Board of Trustees

January 7th, 2026

Goffstown Public Library Third Floor Conference Room

Working Meeting Minutes

Call to Order at 6:30 pm – Silence Phones

Members present: Kathy Coughlin (Acting Chair), Kerstie Hazelbaker, Elizabeth Jipson, Judy Johnson, Casey Leach (Voting Alternate), Christina Ruane (Voting Alternate), Barbara Schult (Voting Alternate).

Members absent: Terry Curtis (Chair), Jordan Evans (Vice Chair), Lisa Mazur, Richard Manzo (Select Board Representative)

Also present: Dianne Hathaway (Library Director), Helene Bureau (Minute Taker)

1. Public Comment/Guest Speakers/Correspondence

- a) Public Comment: N/A
- b) Guest Speaker: N/A
- c) Correspondence:
 - i) LCHIP documents are available through Docusign for Chair/Vice Chair signatures.
 - ii) Two additional applications came in for the Director position. Kathy will decline them because they missed the submission deadline.

2) Updates:

- a) Legislative updates
 - i) Terry will discuss at the next meeting.
- b) Event/Training Opportunities
 - i) None until after elections in March, then several will be available.
- c) December Meetings of Note – Barbara
 - i) Select Board –
 - a) December 8th – nothing
 - b) December 22nd discussed LCHIP and encumbered \$20K. Derek Horn will assist with the documentation and reporting as needed. Annual stewardship reporting is required for 5 years after receiving the grant.
 - c) Richard addressed the Select Board regarding the budget going from a 12% increase to a 5.5% increase.
 - d) By unanimous vote, the Select Board set aside \$50K from the unassigned fund balance as a special warrant article for the GPL capital reserve fund. It also passed the Budget Committee last night.
 - ii) Budget committee
 - a) Patti, Dianne and Jordan attended the Budget Committee meeting last night because the GPL CRF was on the agenda. Derek presented it because it comes from the Select Board. (Trustees go to Select Board; once the Select Board approves it, it becomes theirs to justify.)
 - b) There were no real questions; it's going to public hearing next Thursday at the GHS theater at 6PM.
- d) January Meetings of Note – Kathy; to be discussed at the next meeting.

- i) Select Board –
- ii) Budget committee

3) Old Business

- a) Strategic Plan update
 - i) Copies were sent to the LBOT.
 - ii) The Committee will also update the mission and the vision on the website.
 - a) Mission Statement – change “Welcoming Space” to “Welcoming Environment” to reduce confusion with the word “space” and GPL’s space issues
 - iii) Dianne has notes from the staff.
 - iv) LBOT thanks the Committee for their hard work for what can seem to be an endless process.
 - v) The Committee worked to ensure all the goals are measurable.
 - vi) The Committee thanks the Library staff, especially Stacy, Jenn, and Caroline for their diligence in bringing the project to its completion.
 - vii) Dianne met with the staff today because she has 2 pages of questions. Some were added to the Google Doc.
 - a) There’s no mention of a building addition in the document. There can be no growth if the building stays the same. (Some of the goals are unachievable without additional space.)
 - b) This is the time to think about money and how to secure funding that supports the strategic plan. (Dianne notes that people still ask her when the addition will be presented for a public vote again. Many of the documents used for the previous request will still be valid in the future.)
 - c) “Insufficient marketing” was received as insulting and untrue. The Committee notes it (the topic) came directly from the SWOT analysis – a common theme was marketing weakness. The wording was changed to: “Low community awareness of services limits the Library’s visibility.”
 - d) LBOT notes that Jordan and Caroline are working on an outreach plan.
 - viii) The LBOT made grammatical and spelling corrections as needed.
 - ix) The LBOT can continue to submit questions and concerns to the Committee before it votes on it at the next meeting.
- b) Building/Facilities Issues
 - i) Window Project/ LCHIP Updates
 - a) When should the LBOT go to the Foundation for funding for the storm windows?
 - (a) Kathy says when the final numbers are available, the LBOT should send an email to her from either the Director or the Committee with the Director’s approval.
 - b) The shelves need to be completed before the windows. John Healy (the contracted carpenter) suggested March 22nd. GPL needs a public hearing to accept the money from the Foundation. A meeting notice (costs \$240) legally

must be in the paper at least 7 days in advance. Dianne will schedule the public hearing for the February 18th meeting to accept Foundation money (\$10K) for shelving. The LBOT will work to have the request for the window money in time to include the window funding in the February 18th public hearing to save on the advertising cost. Two separate checks would be up for approval at one meeting.

ii) Drainage project - not discussed

4) Budget Planning

a) 2026 Operating and CIP Budget

b) Capital Reserve Fund

i) \$50K of unassigned fund balance has been allocated to the GPL CRF.

ii) The Union Leader reported that the GPL was receiving \$500,000 from the unassigned fund balance. Jordan texted Dianne noting that it has been corrected in the paper.

5) Search Committee

a) Christina read the press release regarding Patti Penick becoming the new director effective Feb 23rd, 2026. She will add a quote from the LBOT.

b) Christina will send it to the Chair and Vice Chair for approval before sending to news outlets.

6) New Business:

a) Board Policy Review Schedule for 2026

i) Note: Dianne has not received copies of all approved policies.

ii) The LBOT (Chair/Vice Chair?) need/s to go through all policies and their most recent review and approval dates to update the matrix.

iii) Implied Authority will be the first meeting after the election March 18th because the LBOT votes for a new Chair and Vice Chair.

iv) Investment Policy was not on the list but will be soon after the election.

b) Annual Town Report

i) Jordan is working on a report but is unsure of when it's due.

7) Non-Public Session: RSA 91-A:3, II(a) - To discuss personnel matters.

a) LBOT agreed a Non-public session is not needed. LBOT wants to discuss how to say goodbye to the current director and welcome Patti to the new position.

b) Dianne left the meeting but is nearby if needed.

c) March 4th will be Patti's first LBOT meeting as the new Director.

8) Adjournment at 8:09 pm. Motion by Casey. Seconded by Christina.

Parking Lot:

How can the Board support the Foundation and the Friends?

Task assignments:

Board Policy Reviews for 2025 – Plan for Working Meetings (TO BE UPDATED)

NAME	DATE LAST VOTE	Review Period	Next Review	Responsibility	Status
Investment--Annual Review	2024	Annually	2025	LBT	completed
Trustees as Volunteers	2023	2 years	2025	LBT	completed
Implied Authority	2024	Annually	2025	LBT	completed
Alternate Trustee	2023	2 Years	2025	LBT	completed
Personnel Manual	2024	Annually	2025	LBT	completed
Public Comment Policy	2024	2025, then every 3 yrs.	2025	LBT	completed
Hiring of Director Policy	2023		2025	LBT	completed
Non-Public Meeting Minutes				LBT	Move to Dec
Appeal Policy and Process	2023		2025	Director	Completed
Reference Policy	2023		2025	Director	Completed
Director Removal Policy	2020		2025	LBT	Completed
Confidentiality Policy & Procedure	New		2025		Review Dec

Meetings of Note Schedule

Month	Trustee
April	Terry
May	Jordan
June	Judy
July	Betty
August	Kathy
September	Casey
October	Christina
November	Kerstie
December	Barb
January	Kathy
February	Jordan
March	Kerstie

LCHIP Working Group	Strategic Planning Working Group	Search Committee
Casey Leach Patti Penick Aimee Huntemann Elizabeth Dubrulle Samantha Kearns	Judy Johnson Casey Leach Terry Curtis Caroline Kenney Jennifer Wyman Stacey Desrosiers	Betty Jipson Kathy Coughlin Christina Berry

Legislative updates – no more action this legislative session

- a) HB340: relative to electioneering by public employees. Status: Senate Election Law & Municipal Affairs. Rereferred to Committee 5/15
- b) 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. Status: Senate Judiciary – Inexpedient to Legislate 5/8.
- c) HB376: specifying that library user information exempted from disclosure in the right-to-know law includes information regarding library cards and library membership status. Status: ITL – 5/22
- d) SB141: extending the time to petition for a new trial in certain cases and relative to adding library cards and membership status to the list of confidential library user records. Status: Died, session ended
- e) HB273: relative to a parent's access to their minor child's library records. Status: Signed 8/1 Effective 1/1/26
- f) SB213: relative to electioneering by public employees. Status: Vetoed sustained

