

**Goffstown Public Library Board of Trustees**

**January 21, 2026**

**Goffstown Public Library Third Floor Conference Room**

**Business Meeting Agenda**

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

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

Members absent: Kerstie Hazelbaker, Lisa Mazur, Christina Ruane (Alternate)

Also present: Dianne Hathaway (Library Director), Patti Penik (Incoming Library Director), Richard Manzo (Select Board Representative), Aimee Huntemann (GPL Foundation Representative), Helene Bureau (Minute Taker)

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

- a) Public Comment: none
- b) Guest Speakers: none
- c) Correspondence: none

**3) Acceptance of Minutes**

- a) December 17, 2025
  - i) Remove double heading, add meeting end time (9:03).
  - ii) Motion to accept the December 17<sup>th</sup>, 2025 minutes as amended for grammar and adjournment time, by Judy; seconded by Casey. Aye: 7; Nay: 0; Abstain: 0.
- b) January 7, 2026
  - i) Motion to accept the January 7<sup>th</sup>, 2026 minutes, by Judy; seconded by Kathy. Aye: 5; Nay: 0; Abstain: 2.

**4) Acceptance of Donations**

- a) Acceptance of an unrestricted donation of \$121.07 (by credit card, \$125 before fees) by Jane A. Kelly, Punta Gorda, Florida
  - i) Motion to accept the unrestricted donation of \$121.07 (by credit card, \$125 before fees) from Jane A. Kelly, Punta Gorda, Florida, by Casey; seconded by Kathy. Aye: 7 Nay: 0; Abstain: 0.

**5) Financial Reports**

- a) December monthly manifest
- b) Acceptance of \$760.75 in unanticipated interest revenue from the Trustees of the Trust Fund for the 2025 disbursement.
  - i) Motion to accept \$760.75 in unanticipated interest revenue from the Trustees of the Trust Fund for the 2025 disbursement by Casey; seconded by Betty. Aye: 7 Nay: 0; Abstain: 0.

**6) Updates:**

- a) Legislative updates
  - i) HB686 (originally regarded absentee ballots) non-germane amendment (amendment that has nothing to do with original amendment) to amend bill to

- address electioneering by public employees. Status: voted recommit (send back to committee [unnamed – could be the original committee, could be a different one]).
- ii) HB1214 Relative to public libraries Status: Introduced to Municipal & County Government
    - a) No hearings have been scheduled yet.
    - b) GPL LBOT notes that this bill allows the town to place on its warrant a provision that would make GPL Library Trustees advisors to the Select Board. However, although other boards/commissions that report to select boards maintain their functions, this bill does not clarify what the library trustees' role will be.
    - c) Should this LBOT write a letter regarding this bill (take an official stance versus addressing it in individuals' personal capacities)?
      - (a) Has this Board taken a stance on any previous bills? (No one remembers doing so.)
      - (b) Should this LBOT check with the Library Trustees' Association to ensure writing a letter is not a form of electioneering first? (Their website seems to encourage individual members, not boards, to submit testimonies.)
      - (c) Should this LBOT seek legal counsel before proceeding?
      - (d) Conclusion: GPL LBOT would consider submitting a letter IF the Library Trustees' Association and the town administrator agree it's on firm legal ground.
      - (e) GPL LBOT members are encouraged to contact their representatives in their personal capacities.
      - (f) Terry will inform the LBOT if a hearing is scheduled before the next LBOT meeting.
  - b) Meetings/Events
    - i) NHMA calendar (attached)
      - a) RTK Workshop – 6/3 (Hybrid format)
      - b) Municipal Trustees (of any type) Training – 6/10 (Hybrid format)
  - c) Director's Report (attached)
    - i) December is typically a quieter month despite bigger activates due to holidays, etc.
    - ii) An error in the statistics will be corrected and updated for the next report.
    - iii) Audio is the most popular usage across all 3 platforms.
    - iv) There is a significant concern with rodents. Armored pest was called for the 4<sup>th</sup> time.
    - v) GMILCS pays for a separate currier van system, so it isn't affected by the reduction in federal funding.
    - vi) Talking book services will be going away (due to funding removal), so GPL may be expected to fill the gap for the nursing homes in the community.
    - vii) Dianne has not heard more from the person who was injured in the slip and fall incident. GPL did add signage regarding the possibility of icy conditions.
    - viii) Patti's position was posted internally and will be discussed at tonight's Non-Public Session.
  - d) Foundation Report: Aimee Huntemann
    - i) Annual meeting in December – all board members opted to continue in their roles.
    - ii) Pie event: significant pre-planning paid off. Everyone was able to take breaks and the totals surpassed previous 2 years' totals.
    - iii) The Foundation is on the waiting list for charitable gaming fundraising.

- iv) The Foundation received an unexpected donation from a charitable foundation who determined the GPL Foundation's mission matched theirs.
- e) Friends' Report – (Dianne) Met Jan 14<sup>th</sup>
  - i) Discussed their finances and how to plan differently for 2026.
  - ii) The new sized boxes they purchased are working well for transporting and storing book sale materials.
  - iii) Discussed interest in filling leadership positions; it looks like the new members are open to taking on those roles. The election will be held at their February 11, 2026 meeting.
  - iv) Dianne notes that having a LBOT Trustee attend meetings would be viewed well. They meet the second Wednesday of the month. It doesn't have to be the same person who attends.

## 7) Old Business:

- a) Strategic Plan
  - i) Betty and Barbara's names were misspelled. (All names will be removed and changed to "The 2025 LBOT".)
  - ii) The infographic can't be completed until the 2025 final numbers are presented.
  - iii) The LBOT agreed on style and grammatical changes.
  - iv) Motion to adopt the 2026 (January 21, 2026) -2029 Strategic Plan pending any non-germane editing changes by Kathy; seconded by Jordan. Aye: 7; Nay: 0; Abstain: 0.
  - v) Tammy will update the mission and vision statements online.
- b) Building/Facilities Issues
  - i) Window Project/ LCHIP Updates
    - a) The storm window quotes are good for 30 days. One-third is due at the onset of the contract. Delivery will be 8-10 weeks from the order date.
      - (a) White Storm Windows: \$23,258
        - (i) Patti will check to see if cream is available as a basic color.
      - (b) Hunter Green Storm Windows (historically accurate – evidence found around the windows) \$37,534
      - (c) Painting will be required with white or green because the current trim is cream.
        - (i) The painter may need to be lead certified. (Can it be encapsulated or does it have to be removed?)
      - (d) LBOT agrees to seek a quote for the cream windows and formally request the funds from the Foundation.
      - (e) The GPL LCHIP committee will seek painting quotes and request separate from the Foundation (requiring a new public hearing).
      - (f) Patti will share the GPL project list with the Foundation so they can plan future fundraising and funding.
    - b) Bookcase work – Public Hearing 2/18
      - (a) Updated quote for shelves \$6,000
- c) Policy Reviews
  - i) Update Policy Review Matrix for 2026 – to be addressed at the next meeting
    - a) Posting of policies as adopted
- d) Budget Planning

- i) 2026 Operating & CIP budget – not addressed
- ii) Capital Reserve Fund
  - a) Thank you to Richard for promoting the Library's needs.
  - b) Many comments at the public meeting incorrectly indicate the belief that the funds will be used for matching grants, which is a possibility, but is not a requirement.
  - c) LBOT discussed whether or not to hand out the project list at the deliberative session (which would require the moderator's approval). However, it's a living document and the needs/priorities and costs change and will be updated in the postings.
  - d) The Deliberative Session is Tuesday at 7pm in the theater.
- e) Annual Town Report – Jordan (due 1/30)
  - i) Jordan notes that 2025 was a busy year.
  - ii) Her report is narrative, but noting that most people only read the first few paragraphs, it was suggested to list the stronger achievements first.
  - iii) The LBOT made grammatical and structural changes.
  - iv) The Town Finance Department will add the required financial information.

#### **8) New Business:**

- a) Document from the School Board regarding what's required for new Board members.
  - i) Does the LBOT want to create a similar document? Judy has a sample she'll share.
  - ii) It will help the community understand what the LBOT does and does not do.
  - iii) LBOT agrees to develop one specific to this LBOT.
- b) The LBOT notes that it needs a place for documents to be housed that is not on individual computers.
  - i) Terry is working to get everything on the LBOT One Drive.
  - ii) The Town doesn't use Google Docs, so documents need to be in whatever format the Town is using.
  - iii) PDF versions need to be sent to the GPL Director for posting on the website.

#### **9) Non-Public Session under RSA 91-A:3,II (a) : The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her.**

- a) Motion to enter into Non-Public Session by Jordan under RSA 91-A:3, II(a); seconded by Casey. Aye: 7; Nay: 0; Abstain: 0.
- b) Left Non-public session at 8:17pm.

#### **10) Adjournment at 8:18 pm. Motion to adjourn by Casey; seconded by Kathy.**

**Section 91-A:3**

*II. Only the following matters shall be considered or acted upon in nonpublic session:*

*(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.*

*(b) The hiring of any person as a public employee.*

*(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.*

**Parking Lot:**

- How can the Board support the Foundation and the Friends?
- Subcommittee to investigate investment options?
- Elm Street Hedge (must be removed). Larger landscaping project
- Grant opportunities – how do we manage it and move forward on it?

**Task assignments:**

**Board Policy Reviews for 2026 – Plan for Working Meetings**

NAME	DATE LAST VOTE	Review Period	Next Review	Responsibility	Status
Investment--Annual Review	2025	Annually	2026	LBT	
Implied Authority	2025	Annually	2026	LBT	
Personnel Manual	2025	Annually	2026	LBT	
<b>Circulation Policy</b>				<b>Director</b>	<b>February</b>

**Meetings of Note Schedule**

Month	Trustee
April	
May	
June	
July	
August	
September	
October	
November	
December	
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

**Upcoming Meetings and Events:**

- Select Board meetings: Mondays, January 26, February 9 & 23, 2026 at 6:00 p.m.
- **Town Deliberative Session: Tuesday, February 3, 2026 at 6:00 p.m., GHS Theatre. Please plan to attend.**
- LBT: February 4 and 18, 2026 at 6:30 p.m.
- Friends: Wednesday, February 11, 2026 at 6:30 p.m.
- GPL Foundation: Wednesday, January 28, 2026 at 6:30 p.m.

**Director's Report  
Goffstown Public Library  
January 21, 2026**

**Our Staff:**

- The winter story time session has begun! There are still some openings, especially in Friday sessions. Our drop-in Saturday morning session is still very popular and runs through April 25<sup>th</sup>.
- We are experiencing nasty staff illnesses that are affecting some coverage. Healthy staff are filling gaps as much as possible.
- Patti and I have increased our training meetings and dialogs as we prepare for the transition next month. The relief of the staff, knowing the next director, has been evident and they are excited for the new chapter.
- There will be a nonpublic session at your meeting; please plan accordingly. Patti will be in attendance with some recommendations.

**Statistics:**

- Library cards: 37 new cardholders in December; 7 self-registered. Those who self-register have 30-days to come into the library to get their "real" library card. Their access before visiting us is limited to some e-library resources.
- Door count: 2,886 for December, normal for December with the holidays and school vacation this month.
- The busiest day of the month was Tuesday, December 9 with a door count of 174. We experienced no days in December with a door count of over 200, this is not unusual.
- The busiest week of the month was December 8-13 with a door count of 785.
- We circulated and renewed 8,697 items in the month of December: 2,650 in a digital format.
- I hope with the explanations I have provided over the last few years that you can see the trends in library services and usage on an annual basis.
- We have experienced a strong 2025 in our usage and support from the community, as demonstrated by the final statistical results. Please let me know if you have questions or comments.

**GMILCS Board:**

- The Board met on Thursday, January 15 at 2:00 p.m. at the Hooksett Public Library. There has been discussion about CloudLibrary and whether it is financially sustainable over time. There will be continuing dialog over the next few months. (Patti attended without me as I assisted my hospitalized sibling.)

**Building:**

- Still to be decided: Removal of the High Street hedge and whether to replant shrubs or install fencing. (The hedge can no longer be maintained.)

- Armored Pest provided a third rebait after we found evidence of mice in an attic space. This is a bad year for rodents, and the staff is diligent about storing food and cleaning spaces.
- Our fire extinguishers were inspected on January 14, with two replaced/serviced. This inspection happens annually.
- All building projects have been completed for the time being and all invoices have been paid for the drainage project.
- After the Budget Committee public hearing on January 15, the \$50,000 CRF is still intact and recommended by both Select Board and Budget Committee.

### **Youth Services Update, Patti**

- Spent the morning of December 9 in Concord to formally accept LCHIP award on behalf of the Library/Town.
- Our annual "Twas the Night Before Christmas" reading held during Goffstown's Friday Night Under the Lights was a success, with a total of 43 people in attendance.
- Sensory Play and Play your Way are relatively new programs and are quite popular with families.
- Family GH programs were filled and were once again generously funded by our Friends of the Goffstown Library.
- Met with Caroline to go over staffing.
- Delivered library materials and visited with a GPL cardholder receiving home services.
- Met with Youth Services staff for our monthly programming and communication meeting.
- Attended multiple Budget Committee Meetings.
- Attended Select Board meeting on 12/22/25.
- Participated in GPL Foundation annual meeting.
- We wrapped up our year in Youth Services with a New Year's Noon program which was great fun!
- Our winter story times begin on Tuesday, January 6.

### **Adult Services Update, Caroline:**

- Our most popular programs this month were Gingerbread Decorating (20 attendees), Pondering Minds (7 attendees), Knit and Crochet Club (6 attendees), and Cookbook Club: Italy (6 attendees).
- I continued working on the Strategic Plan with the committee.
- I met with Patti to go over staff coverage for the month of January.
- I prepared staff for Privacy Law changes on January 1.
- I collaborated with Goffstown PD for the Holiday Senior Dinner. I read *The Polar Express* and brought cookie kits for the attendees, with grant money from Goffstown Rotary Club.
- I attended the Joint Loss Safety Committee meeting at Town Hall on December 8.
- We collected 197 toys for Toys for Tots in November and December.

**Respectfully Submitted,  
Dianne Hathaway, Library Director**