

## Goffstown Public Library Board of Trustees

February 4, 2026

### Goffstown Public Library Third Floor Conference Room

#### Working Meeting Minutes

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

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

Members absent: Lisa Mazur, Barbara Schult (Alternate)

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

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

- a) Public Comment: none
- b) Correspondence – question from Newmarket Public Library re: LCHIP – How difficult was it to secure? Question was directed to Patti.

#### 2) Updates:

- a) Legislative updates
  - i) HB686 non-germane amendment to amend bill to address electioneering by public employees. Status: voted recommit (send back to committee). No action.
  - ii) HB1214 Relative to public libraries Status: Introduced to Municipal & County Govt. A hearing is scheduled for February 10<sup>th</sup> at 2:10 in the afternoon at 1 Granite Place.
    - a) Kerstie found that the NHLTA Legislative Advocacy Guide (nhlta-legis-advocacy-guide-2013) states that it is admissible for library boards to send written testimonies.
    - b) Because the LBOT doesn't have a meeting before testimony is due, Terry will send a letter on behalf of the GPL LBOT.
- b) Final versions (sent to LBOT members)
  - i) Strategic Plan
    - a) Says "Approved" not "Approved by the LBOT" along with the date.
    - b) Judy will add "Approved by..."
  - ii) LBOT 2025 Town Report
    - a) Final financials will be updated.
  - iii) GPL 2025 Town Report
- c) Meetings/Events
  - i) Dianne's Retirement
    - a) Party 2/12
      - (a) Please RSVP
    - b) Open House 2/17
      - (a) At GPL
  - ii) NHLTA Spring Conference – 5/27
    - a) See Patti in advance to be eligible for reimbursement
  - iii) NHMA calendar
    - a) RTK Workshop – 6/3
    - b) Municipal Trustees Training – 6/10

### 3) Old Business:

- a) Building/Facilities Issues
  - i) Window Project/ LCHIP Updates
    - a) Foundation grant request – **Public Hearing 2/18/2026** (legal notice will be in Friday's Union Leader)
      - (a) storm windows - \$23,258.00
        - (i) Cream is the same cost as the Hunter Green
        - (ii) The LBOT agrees to Quaker Bronze.
      - (b) Bookshelf Project - \$6,050.00
        - (i) Foundation has awarded GPL the funding.
        - (ii) \$10K was set aside, so the remaining funds are available for other projects if they go over budget. Because the remainder would be under \$5,000, a public hearing isn't required.
      - (c) Will the Voter's Guide include the Project list? The LBOT will include the current projects and a link to the Project List (living document).
  - b) Policy Reviews
    - i) Review & Update Policy Matrix
      - a) Investment Policy should be done at the beginning of the year.
      - b) Implied Authority will be reviewed after the new Board is sworn in.
      - c) Note: Dianne doesn't change the date of any policy until she receives a final copy of the document. Jordan will send the adopted Hiring of the Director, Alternate Trustee and the NonPublic Meeting Minutes policies to Dianne.
      - d) Tabled until Dianne's list is reconciled with updated documents. (Terry didn't have Dianne's most recent list.) (Documents are in Sharepoint and can only be sent to Trustees@... They are downloaded and are then forwarded to individual members.)
      - e) Judy will send a copy of the Mission Statement (included in the Strategic Plan).
      - f) Dianne will update the Matrix with new approval dates and the review schedule.
    - ii) Circulation Policy
      - a) Changes were made to tighten up the policy around non-residents because the potential for non-residents requesting cards is greater than GPL's capacity to serve them.
      - b) Rather than attempt to list all possible exceptions, it's easier make exceptions in real time.
      - c) Non-resident cards for non-employees will expire on July 1<sup>st</sup> this year to provide an opportunity to purge the system.
      - d) Dianne will make grammatical changes as discussed.
      - e) The drop off box in Pinnardville is no longer in use because it was damaged. It wasn't used enough to warrant getting a new one.
      - f) Suggestions – reach out to Pinnardville Lions should there be a need for a new box; ask Hannaford if they will allow a return box in their lobby.
      - g) Motion to accept the Circulation Policy with edits, by Casey; seconded by Betty.  
Aye: 7; Nay: 0; Abstain: 0.
    - iii) Rights & Responsibilities of the Cardholder
      - a) The only major change is because of the change in the law regarding confidentiality.

- b) Fines have been eliminated but cardholders who have an outstanding balance are still expected to meet their obligation. (Patrons must still pay for lost or damaged items.)
- c) Motion to accept the Rights & Responsibilities of the Cardholder Policy as written, by Kathy; seconded by Judy. Aye: 7; Nay: 0; Abstain: 0.
- c) Budget Planning
  - i) LBOT members were present at the Deliberative Session and the GPL budget pieces (2026 Operating Budget, CIP budget, and Capital Reserve Fund) are moving forward.
  - ii) LBOT members (as citizens) need to talk up and advocate for the CRF. Members can't tell others to vote for it, but they can explain why they'll be voting for it.
- d) January Meetings of Note - (Kathy)
  - i) Select Board – noted that having good community support helped the Library secure their LCHIP grant, whereas the lack of support for the bridge in the Village likely affected their proposal.
  - ii) Budget – large discussion about the unassigned fund balance and some people not wanting anything to come from it. It is important to note that the recommendation for the GPL CRF from the unassigned fund balance came from the Select Board, not GPL.
  - iii) Economic Development Committee – did not mention the Library specifically but does want to connect with other Town boards. Jordan did reach out to them without a response. She will try again.
  - iv) Sewer – rates didn't change because DPW didn't use all of its road money and funds were reallocated.

#### 4) New Business:

- a) Outreach Plan
  - i) Jordan recommends having a Trustee assigned as a contact person for each board across town (just as Richard is assigned to the Library for the Select Board). That person would connect with their assigned board to see if there is anything coming up that affects or could involve the Library.
  - ii) The GPL Foundation is not listed as a community resource – Jordan will add it.
  - iii) She will also add Historical Society and the Main Street Program.
  - iv) Add GPL Youth Services because they do a lot of outreach to the schools.
  - v) Jordan will make grammatical corrections as needed. She notes that she wants to keep the document as a Word document to be updated as businesses come and go.
  - vi) Jordan wants to add Real Estate agents. Casey suggests adding real estate brokers because their licenses last for two years.
  - vii) Reach out to all churches because each offers different things to the community.
  - viii) This document, essentially a supplement to the Strategic Plan, should be revisited every six months to keep it current. The LBOT would like to rework it to keep the wording in alignment between the two documents and that the metrics match. Some goals/tasks may not be feasible in the manner intended.
  - ix) The LBOT members will send additions and change suggestions to Jordan.
- b) Project List – Chapter 2 projects for the Foundation (Chapter One was the windows)
  - i) The Foundation will be working on their spring appeal letter and needs to identify 1-3 projects to indicate where the money will be used.

- ii) Continue the “Seal the Deal” theme with painting (sealing the building), HVAC (now that the building is being sealed, keep the temperatures consistent in the building),
- iii) GPL is Goffstown’s designated warming and cooling station.
- iv) To familiarize themselves with the projects, the LBOT will tour the GPL building when the new trustees are installed.
- v) When the exterior projects are complete, the Foundation will look to interior projects.
- vi) Note: The LBOT should prioritize applying for a grant to pay for the Preservation Plan to be eligible apply for future grants.

#### 5) Alternates

- a) There will be an alternate position available when Casey is elected. (Three are candidates are running for 3 seats).
- b) Kathy submitted her application to become an alternate for the next year. This LBOT can accept her now to have her in place for the next Board.
- c) Motion to nominate Kathy Coughlin as an Alternate Trustee after the final vote is in by Judy, Seconded by Judy. Aye: 6; Nay: 0; Abstain: 1. Terry will keep in touch with the Select Board.

#### 6) Non-Public Session: RSA 91A3ii(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee.

- a) Motion to move into non-public session at 8:08pm, by Kathy; seconded by Jordan. Aye: 7; Nay: 0; Abstain: 0.  
Roll Call Terry Curtis (Chair), Aye; Jordan Evans (Vice Chair), Aye; Kathy Coughlin, Aye; Kerstie Hazelbaker, Aye; Elizabeth Jipson, Aye; Judy Johnson, Aye; Casey Leach (Voting Alternate), Aye.
- b) Motion to seal non-public minutes for one month, by Casey; seconded by Kerstie. Aye: 7; Nay: 0; Abstain: 0.  
Roll Call Terry Curtis (Chair), Aye; Jordan Evans (Vice Chair), Aye; Kathy Coughlin, Aye; Kerstie Hazelbaker, Aye; Elizabeth Jipson, Aye; Judy Johnson, Aye; Casey Leach (Voting Alternate), Aye.

#### 7) Adjournment at 8:22 pm. Motion to adjourn by Casey; seconded by Kerstie. Aye: 7; Nay: 0; Abstain: 0.

#### 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**

<b>NAME</b>	<b>DATE LAST VOTE</b>	<b>Review Period</b>	<b>Next Review</b>	<b>Responsibility</b>	<b>Status</b>
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**

<b>Month</b>	<b>Trustee</b>
April	
May	
June	
July	
August	
September	
October	
November	
December	
January	Kathy
February	Jordan
March	Kerstie

<b>LCHIP Working Group</b>	<b>Strategic Planning Working Group</b>	<b>Search Committee</b>
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