

Goffstown Public Library Board of Trustees

February 18th, 2026

Goffstown Public Library Third Floor Conference Room

Business 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 Library Director), Richard Manzo (Select Board Representative), Aimee Huntemann (GPL Foundation Representative), Helene Bureau (Minute Taker)

1) Public Hearing

To accept and expend unanticipated revenue in an amount up to \$30,000.00 from the Goffstown Public Library Foundation, restricted to the shelving & window restoration project. This public hearing is noticed pursuant to RSA 202-A:4-c

- a) No one showed to participate in the hearing, so it closed at 6:32.
- b) Thank you to the LCHIP committee for the work that went into making this project possible.
- c) Thank you to the Foundation for their donation.
- d) Motion to accept and expend unanticipated revenue in an amount up to \$30,000.00 from the Goffstown Public Library Foundation, restricted to the shelving & window restoration project, by Kathy; seconded by Casey. Aye: 7 Nay: 0; Abstain: 0.

2) Public Comment, Guest Speaker, Correspondence

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

3) Acceptance of Minutes

- a) January 21, 2026
 - i) Fix bullet 4: “by Jane A. Kelly” to “from Jane A. Kelly”.
 - ii) Amend 6.a.ii.b language to : “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.”
 - iii) Motion to accept the January 21st, 2026 minutes as amended, by Casey; seconded by Kathy. Aye: 6; Nay: 0; Abstain: 1.
- b) February 4, 2026
 - i) Motion to accept the February 4th, 2026 minutes, by Casey; seconded by Jordan. Aye: 7; Nay: 0; Abstain: 0.

4) Financial Reports - Discussion is moved to the next meeting because it was just sent out.

- a) YTD 2025 Library Budget (final)
 - i) LBOT notes that Dianne managed her budget well.
 - ii) Heritage Quest is the online genealogical data base that can be accessed from home. The reported fee is an annual cost.
- b) January Monthly Manifest
 - i) The LBOT notes that to be able to perform its role, it needs to receive the financial reports in a timely manner. The LBOT may need to reach out to the Financial Department to request the documents be sent earlier than they have been.
 - ii) Kathy is working on a guide to understanding GPL LBOT financial documents.
 - iii) Discussion moved to next meeting because it was just sent out. Trustees will review the documents for the next meeting.

5) Updates:

- a) Legislative updates
 - i) HB686 non-germane amendment to amend bill to address electioneering by public employees. Status: voted recommit – no change in status
 - ii) HB1214 Relative to public libraries Status: Introduced to Municipal & County Government voted ITL for CC (vote 15-0)
 - The hearing had one person (the sponsor) speaking in favor. 1416 people submitted online testimonies in opposition (over 100 from Goffstown); 7 were submitted in favor.
 - Immediately moved onto executive work session. Immediately unanimously voted inexpedient to legislate and sent to consent calendar (bulk set of bills for which representatives vote to agree with committee decision).
- b) Meetings/Events
 - i) NHLTA Spring Conference – 5/27 (Tell Patti after signing up for reimbursement.)
 - ii) NH Municipal Association calendar
 - RTK Workshop – 6/3
 - Municipal Trustees Training – 6/10
- c) Director's Report (see attached)
 - i) There are lots of moving parts due to transitioning Patti into the Director position.
 - ii) GMILCS meets tomorrow in Hudson. Three member libraries have burst pipes, and one had to close due to mold. She notes that GPL's water is left running overnight to prevent the pipes from freezing. The elevator has been temperamental in the cold weather and needs to be warmed daily. (The shaft is unheated, so the oil congeals.)
 - iii) Dianne notes that Goffstown's Finance Director, Zack, strongly recommends maintaining the established working relationship the LBOT has with the Town. From his experience, he feels that Goffstown's positive relationship is unusual and is essential for proper functioning.
- d) Foundation Report: Aimee Huntemann

- i) Notes that the LBOT accepted funds donated by the Foundation.
 - ii) They are planning a Remix fundraiser in April.
 - iii) They renewed their registration for charitable gaming and are waiting for an agency to partner with them.
 - iv) "Seal the Deal" - fundraising is going forward. They prefer to support exterior projects to match with the theme. Previous quotes need to be updated.
 - Residing the elevator shaft (adding heating would be beneficial, too)
 - Exterior painting
 - Upgrading HVAC to maintain the temperature after the windows are sealed
 - v) Provide the project list to the Foundation by April to ensure the needs can be addressed in their donation request letter.
 - vi) The Foundation has officially signed up for NH Gives campaign.
- e) Friends' Report (Dianne)
- i) Going forward, the Trustee covering "Meetings of Note" will attend the Friends' meeting. (The GPL Director also attends when possible.) It's important that the Friends know that the LBOT appreciates them and the support they provide.
 - ii) Met on 2/11 and elected new officers:
 - President, Ali Ayotte
 - Vice President, Emily Lavoy
 - Treasurer, Sarah McAllister
 - Secretary, Conor Eaves
 - iii) Due the variability in the size and value of books and for pricing consistency, the Friends will place price stickers (starting at \$0.25) on all children's books at future book sales. In the past, the cashier decided the price at checkout; having prices on the books will help kids budget their purchases.
 - iv) The next meeting is March 11th at 6:30pm.

6) Old Business:

- a) Building/Facilities Issues
 - i) Window Project/ LCHIP Updates -
 - Foundation grant request
 - (a) storm windows - \$23,258.00
 - (b) Bookshelf Project - \$6,050.00
 - (c) Patti must provide LCHIP a project timeline. She reached out to the window preservationist for a date. April 2027 is the proposed start date and estimates the project taking up to 12 months.
 - Preservation Plan - - grant opportunities?
 - (a) It was due on December first, so it isn't available this year.
 - (b) It's very complicated and requires professional assistance in developing it.
 - Grant opportunities

- (a) Terry wants to create a list of grants rather than tossing out ideas (without follow-up) at meetings.
 - (b) Does this board want a committee to research grant opportunities and to determine which grants are applicable to the LBOT?
 - (i) GPL LBOT doesn't have standing committees but does create work groups to address specific needs.
 - (ii) A Committee would need a staff member, someone from the Foundation, and someone from the LBOT to provide understanding of each's roles because some grants are only open to government entities, for-profits, etc.; some are not open to government agencies, nonprofits, etc.
 - (c) Jordan is willing to create a matrix of types of grants, when they cycle, what they cover, who's eligible, etc.
 - (d) Suggestion is to pick one or two priorities and specifically seek grants to meet those needs rather than cast a wide net for all types of grants (overwhelming).
 - (e) Seeking grants shows the community that the LBOT cares about this building and is working diligently to fund its upkeep.
- b) Policy Reviews
- i) 2026 Review & Update Policy Matrix
 - De-accessioning and Receiving of Gifts (Dianne only has the 2022 version)
 - Implied authority (first meeting of the new LBOT)
 - Director Relief from duty (Dianne doesn't have the current version)
 - Personnel Manual (Dianne doesn't have the current version)
 - Alternate Trustee Selection (Dianne doesn't have the current version)
 - LIST
 - Terry will create a monthly list of policies to review.
 - Because a new Board will be in place, Implied Authority will be reviewed at the next business meeting versus the usual working meeting. In addition, the LBOT will elect the Chair and Vice Chair.
 - c) Budget Planning
 - i) 2026 Operating & CIP budget
 - Up to the will of the voters – reach out to the community for support. (Be careful about electioneering!)
 - ii) Capital Reserve Fund
 - Same as above
 - d) Outreach Plan
 - i) Jordan will meet with Caroline to align the two plans, hopefully by the next meeting.

7) New Business:

- a) The Town has a new policy regarding Artificial Intelligence. It does not address content (intentionally boiler plate language).
 - i) Any use of AI tools by any town employee must be vetted and signed off by the IT department.
 - ii) IT has a list of approved programs that will be constantly changing and won't need new approval from the Select Board.
 - iii) LBOT is concerned about (for example) AI being used to track borrower patterns and recommend new items to patrons. It wants to ensure that the programs used by the GPL don't run afoul of the Town's policy.
 - iv) Richard explained that the policy is about Large Language Models, not the assistants/technology that are built into the chips.
 - v) GPL has a solid relationship with Brian in the IT department who will help it meet the boundaries of the policy.
- b) Terry will send out a copy of the policy for the LBOT will discuss at a future meeting.

8) 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 Non-Public Session under RSA 91-A:3, II(a) at 7:26 pm by Kathy; seconded by Casey. 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) Left Non-public session at 7:37 pm. Motion to seal the minutes for one month 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.

9) Adjournment at 7:38 pm. Motion to adjourn by Kathy; seconded by Kerstie.

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	
Circulation Policy				Director	February

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
Casey Leach Patti Penick Aimee Huntemann Elizabeth Dubrulle Samantha Kearns	Judy Johnson Casey Leach Terry Curtis Caroline Kenney Jennifer Wyman Stacey Desrosiers

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

Our Staff:

- The staff is planning and implementing programming constantly. They are planning spring events and have started planning for the annual Summer Experience, that takes hours of research, planning, and scheduling.
- The staff is working hard and excited for the new chapter for the GPL. Patti has been meeting with each of them during this transition.
- Patti and I have spent some hours daily training and working on procedures and onboarding. We also met with Brian Rae, IT Director, regarding access to email and files.
- There will be a public hearing at 6:30 p.m. Wednesday to accept funding from the GPL Foundation; please plan accordingly.

Statistics:

- Library cards: 50 new cardholders in January; 5 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: 2,856 for January, normal for January without story time programming, cold weather, and early darkness.
- The busiest day of the month was Tuesday, January 13 with a door count of 191. We experienced no days in January with a door count of over 200, this is also not unusual.
- The busiest week of the month was January 12-17 with a door count of 649.
- We circulated and renewed 8,466 items in the month of January: 2,802 in a digital format.
- We have experienced a strong start to 2026 in our usage and support from the community.

GMILCS Board:

- The Board will meet on Thursday, February 19 at 2:00 p.m. at the Rogers Memorial Library, Hudson. Three member libraries have had broken pipes and flooding this winter. Old business includes CloudLibrary, and continuing discussions about the staff working from home.

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.)
- The fire extinguishers have been inspected, and two needed replacements. We are all set until next year.

- Patti and I ordered outdoor signage recommended by Primex, to warn folks of our icy areas around the building. This followed our visit by Primex after a visitor fell and broke her ankle, necessitating surgery.
- The extreme cold has affected our building. We have always run the water overnight to prevent freezing pipes, and recently we have allowed it to drip constantly during the day as well. In addition, the elevator has needed almost daily resets to warm it up, and extra usage to keep the shaft and equipment warmer.
- After the deliberative session on February 3, the \$50,000 CRF is still intact and recommended by both Select Board and Budget Committee.

Youth Services Update, Patti

- Worked closely with Dianne on Library Director procedures.
- Met with Caroline to review staff coverage through February.
- Communicated with Coastal Windows to obtain an updated quote for new storm windows.
- Attended the January Hillstown meeting.
- Attended the January GMILCS YouthNet meeting.
- Attended Budget Committee meeting on 1/6 and Public Hearing on 1/15.
- Attended January GMILCS Board meeting.
- Attended January GPL Foundation meeting.
- Met with the carpenter to finalize plans for the bookcase modification project (estimated 3-week project that begins Sunday, March 22).
- Our annual fire extinguisher inspection was completed in January. Everything went well, and two fire extinguishers required maintenance.
- Facilitated meeting with school librarians.
- Visited home services patron.
- Facilitated group visit with homeschooling families. Provided a tour of the Library, read stories, demonstrated book repair techniques, distributed a take-home craft, and discussed library cards and resources.
- Our 6-week winter story time session began the week of January 5. Registration for all time slots was strong; attendance has been impacted by illness and weather. Our strategy to add a second day/time for the extremely popular Movers & Groovers program was successful. Both time slots are filled to the maximum of 10.

Adult Services Update, Caroline:

- Our most popular programs this month were Investigative Genetic Genealogy and the DNA Doe Project: A Crash Course (28 attendees), Knit and Crochet Club (8 attendees), Pondering Minds (7 attendees), Art Studio (7 attendees), and Chair Yoga (7 attendees).
- I finished work on the Outreach Plan with Jordan.
- I met with Patti to go over staff coverage for the month of February.
- Dianne, Jen (Adult Services Librarian), and I started work on the Candidate's Booklet for Candidate's Night in February.

- I visited The Villager and Goffstown Rehab and Nursing.
- I attended the GMILCS Chair and Secretary Training Session on January 16.
- I was nominated for the FBI Citizens Academy by the FBI agent who has participated in programs with us and is the FBI contact for the Town. If approved, I will participate in the program from April to May for one evening a week at the Boston Field Office.

Respectfully Submitted,
Dianne Hathaway, Library Director