

Draft Minutes for Administrative and Finance Committee Meeting

Goffstown Public Library at 11:30 am on 08/05/2020

Call to Order: 11:29 am

Announcements: None

Attendance: Aimee Huntemann, Minute Taker; Kathy Coughlin, Chair; Dianne Hathaway, Library Director, Sylvia Huntemann

Old Business:

1. Approval of Minutes from 07/02/2020: Kathy Coughlin made a motion to accept the minutes, Aimee Huntemann seconded. 2-0-0, Motion approved

New Business:

2. Budget:
 - Discussed updated and corrected budget numbers. Still waiting for information from the town for Electricity and for what numbers we'll need for the second half of the year for Heating Oil.
 - Brian from IT is looking over our numbers for telecommunications and computers.
 - Dark Fiber with the town plan offers more benefits and protections, that is the reason for the slight increase in cost. Dianne to check security of Library files with move to integrate with the town.
 - Plan to review budget changes at the August 19 LBOT meeting, no vote on budget until September.
3. Phase 4: Brief discussion of possible phase 4 plans.
4. Articles of Incorporation: The form for the articles of incorporation for the foundation is complete and has been signed by 5 Trustees. Dianne sent notice to the finance dept. to request a check for \$25 for the filing fee. Aimee will mail when ready.
5. Goals: We reviewed committee goals and all goals are currently in process.

Action Items:

- Dianne checked on the security of Library files if they are moved to the town's dark fiber network and reported back to this committee via email after the meeting.
- Aimee signed the check for the articles of incorporation and sent the check and form to the state on Friday, August 7, 2020.

Motion to Adjourn: 11:27 am

Next Meeting: TBD

Minutes submitted by: Aimee Huntemann