

Griffin Free Public Library
Where Auburn Comes Together
To Discover, Create, Connect and Succeed!
Board of Trustees Meeting
Oct 6th, 2023, at 9:30AM

Present: Nancy Mayland, Chair; Marilyn Cavanaugh, Treasurer; Liz Michaud, Secretary; Cindy Berling, Alternate Trustee; Sarah Andrews, Fundraising Consultant

Nancy Mayland called the meeting to order at 9:38am

The Board met with Sarah Andrews for a progress review.

Reviewed the “ASK document” that Cindy put together.

- What is this document going to be used for?
- Sarah explained that this document will be used in one on one meetings with potential large donors.
- It is large so that it does not get lost with other paperwork and is left with the potential donor so they can review it.

Process:

- First stage is for the committee to get the word out about the expansion and gain community support. And to invite as many people as possible to the October 19th information meeting.
- Sarah is focused on the first round of fundraising from major donors – that should happen in the next month.
- Additional fundraising from the community will happen after we have received larger donations.

Sarah did share a document with Cindy for levels of giving that we can use as a template.

Sarah has an excel doc that shows the stages of fundraising and where we are on that timeline. Liz to put together an overall timeline for each of the activities of the expansion.

- Gentle first start informing the public about expansion.
- Second phase is talking about the vote with the community.
- Third phase is asking large donors.
- Fourth is asking smaller donors.

That’s the purpose of the Expansion Committee.

Trustees need to be the spear head – overall central point of contact for different groups

House Parties:

Representation, presentation about the expansion, no ask. The purpose is to get names to add to the list of people who support the expansion. After the party she will give us a list of the invitees and who attended so that future house parties do not invitees do not overlap.

Evite for house parties – shows that it comes from the Host not Evite

At upcoming committee meetings Sara will be doing mock conversations so members are prepared for conversations at the house parties.

Oct 19th Open House

Letter & posters going out on social media – Chairs going to the PTA – Peggy is going out to groups with a letter to invite them.

Liz to ask Joe about making a banner for the Open House on Oct 19th.

ASK DOC Discussion:

Reviewed the document and made changes to some of the wording and layout

Griffin Free Public Library is the smallest library in New Hampshire, per capital. This limits most every aspect of library resources and functions that we can provide to the Auburn community

Change Priorities to “Roles of the Library”

Make this area smaller in size

Ways to help section:

Add all the naming opportunities color code the opportunities to the room

Second page: background picture of the outside and add bullet points cascading over the picture

Community meeting rooms for large and small groups available even when the library is closed

Comfortable spaces for reading and socializing

Dedicated children’s area with expanded creative space

Additional library programing and community events

Teen center

Study rooms

Patio area

Expanded parking

Put graph below this of 2003, 2013, 2023

Action Items:

- Sarah to send excel doc to Liz
- Liz to type up a summary time line to present to Friends and the Expansion Committee to make sure that everyone understands current activities and future actions.
- Liz to ask her husband about creating a banner for Oct 19th.
- Cindy to update the Ask Doc.

Motion to adjourn made by Marilyn Cavanaugh/ Liz Michaud 2nd. All in favor.

Meeting adjourned at 12:23pm.
Liz Michaud, Secretary