

Griffin Free Public Library
Where Auburn Comes Together
To Discover, Create, Connect and Succeed!
Board of Trustees Meeting
November 13th 2023, at 7PM

Present: Nancy Mayland, Chair; Marilyn Cavanaugh, Treasurer; Liz Michaud, Secretary; Cindy Berling, Alternate Trustee; Dan Szczesny, Library Director

Nancy Mayland called the meeting to order at 7:02pm

Opportunity for the Public to speak:

- NA

Correspondence:

- NA

Review Previous Meeting Minutes:

- Reviewed the minutes of the Sept 26th Trustee Meeting minutes.
- Motion to approve the minutes made by Liz Michaud/ Nancy Mayland 2nd. All in favor, motion passed.
- Reviewed the minutes of the Oct 6th Trustee Meeting minutes.
- Motion to approve the minutes made by Marilyn Cavanaugh/ Liz Michaud 2nd. All in favor, motion passed.
- Reviewed the minutes of the Oct 9th Trustee Meeting minutes.
- Motion to approve the minutes made by Marilyn Cavanaugh/Liz Michaud 2nd. All in favor, motion passed.
- Reviewed the minutes of the Nov 8th Trustee Meeting minutes.
- Motion to approve the minutes made by Marilyn Cavanaugh/ Liz Michaud 2nd. All in favor, motion passed.
 - Action items reviewed.

Treasurer's Report:

- Reviewed and discussed the Treasurers Report for October.
- Two accounts were changed from Money Market accounts to Checking accounts
- Reviewed Gift Acct. Nancy asked if Dan wanted to spend any of the Gift Account funds, he will.
- Motion to accept the report and place it on file subject to audit made by Nancy Maryland/ Liz Michaud 2nd. All in favor motion passed.

Directors Report:

- Reviewed the report.
 - Childrens door is fixed.
 - Dan wants to add “Collection Lending: Other “ to the Annual Budget to keep track of the cost of items in the library of things.
 - Dan to write up a key holder policy.
- YTD operating budget doing well, out numbers are off the charts but have become standard each month.

Expansion:

- Discussion about the Major Donor List that we received from Sarah Andrews. There are some people on the list that have passed away and some people who we already know do not have the ability to be a Major Donor. We feel it is almost useless.
- Both Dan and Nancy have sent questions to Andrews Consultant and have not received answers.
- Cindy and Peggy are going to review the list tomorrow.
- Discussion of potential Donors
- We are asking for a warrant of \$4.5Million, assuming we are going to raise \$1.5Million. We need the total amount before we can break ground. We are pitching that we pass the Warrant Bond and then the Town does not act on the bond on it until we have raised the balance, as long as it is within 12 months.
- Discussion about presenting to the BOS on Monday about the Expansion.
- Discussion about the Fundraising Consultant.
- Discussion about a Fundraiser at the Casino. The BOT agrees that the Expansion Committee should go forward with applying for the Fundraiser.
- Nancy requested a business letter to ask for donations. Sarah said we should set up an appointment to ask for donations in person. Nancy feels we should send a warm letter that asks to set up a meeting to discuss donations.
- Dan has some specific things that he needs from the Expansion Committee that he will ask at the next meeting.

Friends:

- Planning for the Santa Breakfast. Meeting on Friday to discuss how the kitchen will work. Centerpieces are being done by Cindy.

Old Business:

- NA

New Business

- Discussion about getting weekly updates about the library on face book. Discussion about when to post.
- Discussion about our yearly budget.
- Discussion with Andrea who joined the meeting to determine if she would like to join as an alternate. She said yes. The Board needs to recommend Andrea to the Board of Selectman and then she will need to be sworn in.

Action Items:

- Nancy asked for yearly by line item for 2023 that Dan get's from Town Hall.
- Dan to send list of items he needs from the Expansion Committee for the BOT to review.
- Nancy to talk to the attorney about the Contract.
- Dan to send staffing schedule to the Board.

Next Board of Trustee meeting will be December 11th at 7:00pm

BOS meeting on Nov 20th at 7pm

Budget meeting on Nov 30th at 7pm

Motion to adjourn made by Liz Michaud/ Nancy Mayland 2nd. All in favor.

Meeting adjourned at 9:04pm.

Liz Michaud, Secretary