

1. Griffin Free Public Library
Where Auburn Comes Together
To Discover, Create, Connect and Succeed!

Board of Trustees Meeting
August 14th 2023, at 7PM

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

Absent: Liz Michaud, Secretary

Nancy Mayland called the meeting to order at 7:05pm

Opportunity for the Public to speak:

- NA

Correspondence:

- NA

Review Previous Meeting Minutes:

- Reviewed the minutes of the July 10th Board of Trustees Book Sale meeting minutes.
 - Corrections to names - last name was added to Potential Foundation Member: Kathy Perrin. A spelling correction was made to the last name of Fay Hanscomb.
 - Added Amanda Martinelli
 - Deleted Allison Rickenbach
 - Changed Potential Foundation Members to Others.
- Motion to approve the minutes as corrected made by Nancy Mayland/Cindy Berling 2nd. All in favor, motion passed.
- Reviewed the minutes of the July 10th Board of Trustee meeting minutes.
 - Sarah is \$40K – tense was changed.
 - S was removed after Ann.
 - Change in last item in director’s report from libraries to library’s history.
- Motion to approve the minutes as corrected made by Marilyn Cavanaugh /Nancy Mayland 2nd. All in favor, motion passed.
- Action items reviewed.
- Reviewed the minutes of the July 26th Building Expansion meeting minutes.
- Motion to approve the minutes as corrected made by Nancy Mayland/Marilyn Cavanaugh 2nd. All in favor, motion passed.
 - Beaugard – last name was added to Barry from BPS
 - Kathy Perrin - last name was corrected.
 - Peg Neveu - last name was corrected.
 - Conner Marks last name was corrected from Griffin.
 - Fay Hanscomb - last name was corrected.

- Betsy Coco was corrected from Elizabeth/Betsy
- Jason shared the budget sheet for the Weare Library – Weare was corrected spelling and Library was capitalized.
- Change to Discussion of the questions from the Lawyer about the CM Contract:
Change to first item to His instead of My.
- Last item on page 2 – payments are tracked from the subcontractors.
- Top of page 3 – The Treasurer keeps track – of the - was deleted.
- Add a new header entitled Discussion with BPS regarding additional maintenance items of the library.
- Motion to finalize the contract with Contract with Sarah – h added – and with contract removed.
- Chris Sterndale – last name was added.
- Dan said we will receive instead of received, a resume for Bella Traynor.
- Page 4 – Library Foundation: instead of comma.
- Kevin Verville – last name was corrected.
- Chris’s last name was corrected from Shepherd to Sterndale.
- Motion to approve the minutes as corrected made by Marilyn Cavanaugh /Nancy Mayland 2nd. All in favor, motion passed.
- Reviewed the minutes of the August 3rd Board of Trustees Building Expansion Committee meeting minutes. Don’t – ignore the meeting of the 3rd.
 - Correction to spelling of last name of Andrea Galasso.
 - Fay Hanscomb last name corrected
 - Peggy Neveu name corrected.
 - Kathy Perrin name corrected
 - Welcome Sarah Andrew to Sarah Andrews
 - Foundation Organization Meeting was deleted from the heading and reduced to Campaign Steering Committee / Fundraising Committee:
 - Sarah changed to a Fundraising Consultant
 - Changed to what she will be working on. – deleted Foundation members.
 - Approval of rest of minutes are tabled until future.

Treasurer’s Report:

- Reviewed and discussed the Treasurers Report for July
- Motion to accept the report and place it on file subject to audit made by Cindy Berling/ Nancy Maryland 2nd all in favor motion passed.

Directors Report:

- Reviewed the report.
 - Childrens door will be fixed by Barry end of September or early October.
 - Dan will speak to Dan Carpenter and Fay Hanscomb to see if old shelves in the shed can be eliminated.
 - Received resume from Bella. He will review and interview.
 - Friends need to call DOT about placing library signs on the state route.
 - All personnel files have been removed from the shed and now under lock and key.
- YTD operating budget doing well.

Expansion:

- Sara Andrew joined the meeting with Becky Duchesne at 8:15.
 - Notified that Peggy Neveu will be Treasurer of the Fundraising Committee
 - Questioned Little Green Light donor database software – CRM program.
 - Used to track donors and donations, communication and thank you letters.
 - Web based – Peggy, Marie and a few key personnel would use the program.
 - Thank you notes could be generated - automated or whoever is assigned to it.
 - Forms are created in the CRM program which takes approximately 3%
 - \$540 if paid \$45 per month – if paid all at once should be about \$500.
 - Mount Vernon uses this program.
 - Tech soup gives a discount for the annual membership.
 - NHPDIP – NH investment vehicle for municipalities. Money from there could be taken from this account to fund the expansion account.
 - Brought up next steps and has started to develop a bi-weekly plan.
 - Tomorrow’s meeting should include assignments.
 - Suggested a theme template for communications.
 - A Question was raised on how to inform and gain support of the other organizations in town. These groups are important for their votes. Right now, is too soon to focus on these groups. The focus should be on fundraising.
 - Create a document that illustrates the giving levels that are hoped for.
 - Use IWave – wealth screening software.
 - Prospect Review – who put on an addition or just purchased a second home.
 - Can send out e-invites focused on the library.
 - Should migrate whatever email lists the library has to the Little Green light.
 - Dan’s current donor list will be reviewed. These individuals will be looked at to see if they will donate to the fundraising campaign.
 - Sarah suggested transferring \$5k to the new account for the fundraising committee. A motion was made to transfer \$5K to the fundraising account when established. Nancy Mayland / Marilyn Cavanaugh 2nd.
 - Peggy, Marie and Cindy should go to the free version of the Little Green Light.
 - Marilyn asked about grants. Sarah responded that they are specialized and would be investigated after the price tag has been determined. Usually, grants are for the interior or energy sources, not the construction of an expansion.

Old Business:

- Terry Knowles – Nancy will reply to her and will notify her that we no longer need a foundation. A motion was made to tell Terry Knowles that her services are no longer needed. Cindy Berling/ Nancy Mayland 2nd.

New Business

- NA

Action Items:

- Review the remaining minutes of August 3rd , that weren't reviewed or approved.

Next meeting will be August 21st at 7:00pm

Motion to adjourn made by Nancy Mayland/ Marilyn Cavanaugh 2nd. All in favor.

Meeting adjourned at 10:01 pm.

Cindy Berling