

Griffin Free Public Library
Where Auburn Comes Together
To Discover, Create, Connect and Succeed!
Board of Trustees Meeting
Sept 11th, 2023, at 7PM

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

Nancy Mayland called the meeting to order at 6:31pm

Motion to enter non-public session pursuant to the provisions of **RSA 91-A:3,II(a)** The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, made by Nancy Mayland /Marilyn Cavanaugh seconded the motion. A roll call vote was taken. Nancy Mayland voted aye, Marilyn Cavanaugh voted aye, Liz Michaud voted aye. With all in favor, the motion passed unanimously.

The meeting room was closed to the public at 7:00 pm.

A staff issue was discussed.

A motion to exit the non-public session made by Nancy Mayland /Liz Michaud 2nd. All in favor.

The meeting room was reopened to the public at 8:05pm

A motion to seal the minutes of the non-public session made by Nancy Mayland /Marilyn Cavanaugh seconded the motion. A roll call vote was taken. Nancy Mayland voted aye, Marilyn Cavanaugh voted aye, Liz Michaud voted aye. With all in favor, the motion passed unanimously.

Dan Szczesny joined the meeting at 8:03

- Motion to accept the letter of resignation from Hope Garner made by Liz Michaud/ Nancy Mayland seconded. Regretfully all in favor.
- Dan will post the position tomorrow on List Serve, newspapers and the website. This position is for 16 hours per week.

Motion to enter non-public session pursuant to the provisions of **RSA 91-A:3,II(a)** The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, made by Nancy Mayland /Marilyn Cavanaugh seconded the motion. A roll call vote was taken. Nancy Mayland voted aye, Marilyn Cavanaugh voted aye, Liz Michaud voted aye. With all in favor, the motion passed unanimously.

The meeting room was closed to the public at 8:03 pm

Bella Traynor was interviewed.

The meeting room was reopened to the public at 8:36pm

A motion to seal the minutes of the non-public session made by Nancy Mayland /Marilyn Cavanaugh seconded the motion. A roll call vote was taken. Nancy Mayland voted aye, Marilyn Cavanaugh voted aye, Liz Michaud voted aye. With all in favor, the motion passed unanimously.

- Motion to hire Bella Traynor as a part time library assistant made by Marilyn Cavanaugh/ Nancy Mayland 2nd. All in favor.

Opportunity for the Public to speak:

- NA

Correspondence:

- NA

Review Previous Meeting Minutes:

- Reviewed the minutes of the Aug 14th Trustee Meeting minutes.
- Motion to approve the minutes made by Marilyn Cavanaugh/ Nancy Mayland 2nd. All in favor, motion passed.
- Reviewed the minutes of the Aug 21st Trustee Meeting minutes.
- Motion to approve the minutes made by Marilyn Cavanaugh/ Nancy Mayland 2nd. All in favor, motion passed.
 - Action items reviewed.

Treasurer's Report:

- Reviewed and discussed the Treasurers Report for August.
- 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.
- Reviewed the Gift Account.
- Cindy needs a physical piece of paper from the Bank to show they really have an account in order to set up the Friends donation button.

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 the old shelves in the shed can be eliminated.
 - All personnel files have been removed from the shed and are now under lock and key.
- YTD operating budget doing well.

Expansion:

- Nancy sent an forwarded an email regarding a public seminar about fundraising.
- The Fundraising Committee has a meeting tomorrow at 9am.
- Discussion about Drop Box. Little Green Light will be the final list to be used as a CRM program.
- Discussion about our expectations of the Fundraising Consultant, we need to give her direction.
 - We would like more structure, and a checklist of actions.
- The Fundraising Committee needs a secretary to take minutes.
- We need to have money numbers for the Sept 25th meeting with the BOS.
 - The total number is \$5.9 and we should be able to raise \$1million, so we should go for the warrant for \$4.8. It should cost taxpayers no more than \$60-80 per year.
- We have another invoice for the Fundraising Consultant. It will be paid out of the Book Sale account.
- We still need to find out what our EIN number is for the library for Grants.

Friends:

- Duck race went well, sold lots of popcorn and soda. Pick a duck went great again.
- Cindy Berling talking to the Friends Group about the button for donations on their web site.
- The web site is Friendsofgriffinfree.org – Karen Murry is the admin.

Old Business:

- NA

New Business

- Liz to add an annual reminder for June or July set date in August to review the Book Sal

Action Items:

- Need email lists from Nancy.
- We need a list from the Fundraising Consultant of actions that the board needs to accomplish.
- Need to find the EIN for the Library, Marilyn to check with the bank, Dan to check with the secretary of State of NH.
- Liz to talk to Dan about ideas for book sale and add them to the word document.
- Dan's review scheduled for Sept 26th at 6:30

Next Board of Trustee meeting will be Oct 9th at 7:00pm

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

Meeting adjourned at 9:24pm.

Liz Michaud, Secretary