

Griffin Free Public Library
Where Auburn Comes Together
To Discover, Create, Connect and Succeed!
Board of Trustees Meeting
January 8, 2024 at 7PM

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

Before the meeting the board met at Town Hall with the Board of Selectman to hear their discussion regarding the rewording of the warrant article 19.

Nancy Mayland called the meeting to order at 7:16pm

Opportunity for the Public to speak:

- NA

Correspondence:

- NA

Review Previous Meeting Minutes:

- Reviewed the minutes of the Dec 11 Trustee Meeting minutes.
- Motion to approve the minutes made by Marilyn Cavanaugh/ Nancy Mayland 2nd. All in favor, motion passed.
- Reviewed the action items.

Treasurer's Report:

- Reviewed and discussed the Treasurers Report for December.
- Motion to accept the report and place it on file subject to audit made by Liz Michaud/Marilyn Cavanaugh 2nd. All in favor motion passed.

Directors Report:

- Reviewed the report.
- Computer switch being done in three phases. Phase 2 Dan to get Microsoft Word on all the computers. Phase 3 Dan will upgrade the receipt printer, handheld scanners, and battery power strips with money from the Gift Account.
- Keyholder Policy reviewed. Motion to accept the policy made by Marilyn Cavanaugh/Liz Michaud 2nd. All in favor. Motion passed.
- Discussion about Bella Traynor's schedule, she wants to go to a substitute schedule starting in June and Jordan will take over her regularly scheduled 2 hrs.
- Staff scheduling; Tasks will be scheduled through new software that will be used by all the staff. Once an event is entered then it will schedule to be done. Each person who is leading an event will be responsible for the PR for that event. Nancy would like PR done once it's booked, a few weeks before the event, and a few days before. All things posted on Facebook

will now also be automatically posted on Instagram. On Wednesday Wendy will be the moderator. Mary is the primary booker for events. Dan is looking into upgrading the website: it's old and stale, and doesn't adapt to iPhone. Next month Wendy will come to the trustee meeting to show us what would change on the website.

- Mary & Jordan are going to meet with the AVS teachers during a teacher development day. Reach out is working, and many new families are coming to the library. We need to keep it going.
- Dan is looking into getting an account with Amazon. They are much faster and cheaper for some items. Nancy asked about the library having a CC, we do have one but it's only allowed to be used in emergency usage.
- Dan suggested that we need a policy for out of town library usage. Currently it's \$35 for anyone outside of Auburn to pay for a card. But currently that is open to anyone in any state. Dan would like to create a policy to only allow people who have a residence in the State of NH.
- Upcoming events reviewed.
- Statistics, everything looks good. Hit 10,035 patron visits in one year!

Expansion:

- The Board of Selectman voted to recommend the warrant article to expansion the library.
- Dan spoke with Mindy from NH State Library and he'll schedule her for the March Trustee Meeting. She will come to speak with us about fundraising and might have information about other towns that have a combined Library and Community Center.

Friends:

- Marie Sandon brought up that passes cost \$3000 per year, and suggested that The Friends donate once per year. But some of the Friends want to vote for each pass. They will discuss and vote at the next meeting.
- They set the dates for all the regular fundraising events.
- They have dropped the Movie subscription and are picking up a Craft subscription instead.

Old Business:

- Andrea to be sworn in next Monday.

New Business

- Liz to work on the Annual Report which is due January 30th.
- Nancy to file for re-election.

Action items

- Nancy to follow-up with Peggy Neveau about contacting Allison for a copy of the Grant for the Gambling fundraiser.
- Nancy to talk to Chris Sterndale about fundraisers and doing a feasibility study.
- January primary day we need to have a table at the school, need to contact the moderator.
- January 11th the Budget Committee and BOS vote on recommending warrants.

- The Warrant meeting is January 22, at 7pm.
- February 3rd is the deliberative session
- Dan to finalize the keyholder policy.
- Dan to contact Mindy with the State Library to ask her to come talk to us.
- Nancy to ask Peggy about Little Green Light.
- Liz to add to the February Agenda “policy for selling items for non-profit organizations”.
- Liz to call Amanda and Alison and give them an update about what is going on with the library expansion.
- Liz to add Wendy to the Feb agenda.
- Liz to send a copy of Dan’s Review so all the trustees can sign it.

Next Board of Trustee meeting will be February 12th for the BOT meeting at 7:00pm

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

Meeting adjourned at 8:40pm.

Liz Michaud, Secretary