

Griffin Free Public Library
Where Auburn Comes Together
To Discover, Create, Connect and Succeed!
Board of Trustees Meeting
February 21, 2024 at 5:30PM

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

Also attending: Jackie Wood, Wendy Ducharme, Karen Murray, Cathy Sartorelli, Elaine Willett

Nancy Mayland called the meeting to order at 5:34pm

Opportunity for the Public to speak:

- NA

Website:

- Wendy Ducharme joined the meeting to discuss Website and social media updates.
- In the fall the library will roll out a new digital footprint for the website and events page. It will be an updated modern template with a one-time cost of \$69.
- The Board of Trustees is reviewing the suggested changes tonight, then we will ask the community to review it before it becomes live in the fall.
- Wendy works as a marketing writer when not working at the library. She is a web developer for content, she is not a web site designer. She will use WordPress for the site and then customize it for our purposes. She also will make it mobile friendly. Wendy will work on it Wednesday nights when time permits, so this is part of the reason it won't be rolled out till the fall.
- Wendy showed us the template on the computer to let us know what the structure will look like. The Template is meant for Libraries.
- There will an FAQ list, it will be easier site to navigate, and have a more useful calendar.
- The Board liked the rotating idea for the home page: The Brockton and Hanover libraries use the same template.
- Wendy will send the Board the URL for the Demo.

Correspondence:

- Dan had a few for Marilyn and one to go to Mimi Friolet at town Hall.

Review Previous Meeting Minutes:

- Reviewed the minutes of the Jan 6thTrustee Meeting minutes.
- Motion to approve the minutes made by Marilyn Cavanaugh/Liz Michaud 2nd.
- Liz to correct line about putting money aside. And add Question marks correctly and that Cindy is concerned about work being thrown away.
- All in favor, motion passed.
- Reviewed the minutes of the Jan 8thTrustee Meeting minutes.

- Motion to approve the minutes made by Liz Michaud/Marilyn Cavanaugh 2nd. All in favor.
- Reviewed the action items.

Treasurer's Report:

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

Directors Report:

- Reviewed the report.
- Reviewed the revised Circulation Policy as it pertains to Non-residents of Auburn.
 - Motion to accept the new policy made by Nancy Mayland/ Marilyn Cavanaugh 2nd. All in favor.
- Dan proposed writing a policy about selling items for non-profits.
 - Auburn non-profits
 - Pending approval of the Board of Trustees
 - Discussion about the Friends 501C3
- Discussion regarding Legislation about Minors in NH Libraries, all libraries would be required to track minors and write a report and submit to guardians. Dan to send us the number so we can voice an opinion at the State Level.
- Statistics, everything looks good. Budget looks good.

Expansion:

- Feb 26th meeting with the BOS
- Dan met with Jason to come up with a schedule for the warrant.
- Reviewed sample lawn sign and suggested changes, decision to order 30 pcs.
- How can the Friends help, Fay and Eileen to go door to door.
- Regular Facebook posts by the Board of Trustees
- Karen to write up a crier article for the Warrant Article.

Friends:

- New Members packet: When they have a new member they'll get a brochure with a welcome letter. The secretary will gather the person's email. Cindy suggested a new member application on the Friend's website. Discussion about membership cards.
 - Marilyn asked if we get a list of new auburn residents from Town Hall?
- Tote Bags: these will be ready for the April Friends Meeting; they will be \$20 each. Blue and white colors of the library, Cathy showed us a mockup. They will have a table at the Book Sale too.

Old Business:

- Andrea to be sworn in next Monday.

New Business

- Jackie Wood joined the meeting as she is interested in joining the board as an alternate.
- Discussion with Jackie Wood who joined the meeting to determine if she would like to join as an alternate trustee, she said yes. The Board needs to recommend Jackie to the Board of Selectmen and then she will need to be sworn in at Town Hall.
- Monday April 8th from 2-4 there will be an Eclipse Party. Dan would like to open the library on that day. The Audubon is sponsoring, there will be a band and moon pies.

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.
- Liz to add to the March Agenda “policy for selling items for non-profit organizations”.
- Dan to check with the town lawyer about this policy.
- Liz to call Amanda and Alison and give them an update about what is going on with the library expansion.

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

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

Meeting adjourned at 7:09pm.

Liz Michaud, Secretary