

*Griffin Free Public Library*  
**Where Auburn Comes Together**  
**To Discover, Create, Connect and Succeed!**  
*Board of Trustees Meeting*  
*March 11, 2024 at 6PM*

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

Nancy Mayland called the meeting to order at 6:03 pm

Opportunity for the Public to speak:

- NA

Website:

- Mindy Atwood, Assistant State Librarian from the NH State Library joined the meeting to discuss fundraising.
- Reviewed the money we've put into the expansion so far, the warrant article #20, the fundraising that has been done. Going forward we are looking for fundraising and grants for furniture and soft goods that will go into the library.
- The new library will be approx. 9,800 square feet.
- SMP put a \$50K for interior budget, Mindy suggested that we review that number with SMP
- Mindy says the Abbot Library opened in 2014 and they spent over \$100K
- We should expect to need \$100K to \$200K
- Roles should be very clearly defined, and people need to know where their money is going. The project needs to be clearly defined.
- Discussion of having a **memorandum of understanding** between the BOT and BOS. This would be a legal document to define how much equity the town has and how much the trustees have.
- Highly recommend a chair for each group, BOS/P&R and the Library.
- Talk to town attorney about getting sign-off from the Friends Group. The Friends Group has opened a second account for the expansion, and has an assistant treasurer. The trustees have about \$20-30K, and we have pledges of \$30K and \$44K.
- Mindy encouraged us to get realistic fundraising figure. The architect should give us a dollar amount and we should determine the company that we will work with such as library interiors company.
- We could get our own lawyer for the library separate from the town lawyer.
- Step 1 building design, step 2 work with the library interior company and then set the goal for fundraising. Have a list of so much for shelving, so much for chairs, so much for etc.
- Ask SMP for planning purposes for a real number for interior.
- Mindy suggests that we do not include the collection included in Fundraising.
- Who is responsible for raising funds? We said it's a combination between the Board and the Friends.
- Mindy asked who is responsible for walking into a living room and ask for \$10K.

- Options: we could look for someone to do training, we've lost the opportunity to do a silent phase. Sunapee did have a consultant. OR we just try to do it on our own as we know our community better.
- A professional fundraiser would help us set tiers of donations:
  - Start with our biggest donors usually and then go to smaller donors. We should pursue the Big Donations.
  - Events for fundraising at the very end to get us over the top.
  - Director do an informational information, the ask came from the foundation chair.
- Grants: we need to know the median income in the town – town admin could help us get that information. We may need that info for grants.
- Asked if Mindy knows of any joint Library and Community Center in NH. She will get back to us.
- Good steward of your donation, pause until we have our ducks in a row.

Correspondence:

- NA

Review Previous Meeting Minutes:

- Reviewed the minutes of the Feb 12th Trustee Meeting minutes.
- Motion to approve the minutes made by Marilyn Cavanaugh/Liz Michaud 2<sup>nd</sup>.
- All in favor, motion passed.
- Reviewed action items
- Reviewed the minutes of the Feb 26<sup>th</sup> Working Session with BOS minutes.
- Motion to approve the minutes made by Liz Michaud/Nancy Mayland 2<sup>nd</sup>. All in favor.

Treasurer's Report:

- Reviewed and discussed the Treasurers Report for February.
- Motion to accept the report and place it on file subject to audit made by Liz Michaud/Nancy Mayland 2<sup>nd</sup>. All in favor motion passed.
- Dan asked for \$68.90 for a NH Humanities event, this is needed for transportation – to come from gift account. This is for the Beer Program.
- Dan received donations: \$1000 from Greigs.
  - Motion to accept this donation made by Liz Michaud / Marilyn Cavanaugh 2<sup>nd</sup>. All in favor. This will go into the gift account.
- Dan found a buyer for hiking and NH history books \$33 – funds to be deposited in the Book Sale Acct.

Directors Report:

- Reviewed the report.
- Motion to approve the increase for Mary Hrubric based on satisfactory review and award her a step increase from a labor grade 5, step 15 to labor grade 5, step 16. Amount is an increase from \$22.49 to \$22.94.
- Motion to accept the above by Marilyn Cavanaugh/ Liz Michaud 2<sup>nd</sup>. All in favor
- Peep Diorama Contest - Board of Trustees is asked to judge.
- Discussion: Policy about selling items at the library. Nancy sent two options. Dan spoke with Chris Sterndale. We can give exceptions, we can add lines for the Historic Society.
- 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 2<sup>nd</sup>. 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 26<sup>th</sup> meeting with the BOS
- Dan met with Jason to come up with a schedule for the warrant.
- Discussion about voting tomorrow

Friends:

- New Members packet
- Tote Bags
- Plant Sale meeting happened today – Jess Traynor is taking chair. This will be done along with the Garden Club.
- Quilt to be raffled off - \$5 each or \$5 for 5 tickets.

Old Business:

- Chris Sterndale came to talk about policy changes to the Town of Auburn
  - At the last Joint Personnel Meeting we talked about updating the Town Personnel Policy
  - There have been many amendments over the years combining a separate Library Personnel Policy with the Town, and financials have moved to the Town Hall.
  - It works more or less, and Chris is housekeeping and streamlining the personnel policy.
  - These are mostly housekeeping changes and a few policy changes. Some new things suggested by the lawyer.
  - Meet late march or early April to vote on the changes.

- Discussion about holidays and what do we do about holidays that fall on Mondays. Chris to review the proposal and suggest something different.
- Discussed Library Deed – governing document – hanging on the wall. Double sided
- Nancy asked about the Feasibility study.
- Asked Chris about an MOU= Memorandum of Understanding – this would be done before the first shovel but not before we know what we’re building. We will need to get lawyers involved.
- Andrea Galasso been sworn in as an Alternate Trustee

#### New Business

- Motion to accept Jackie Wood as an Alternate made by Liz Michaud/ Marilyn Cavanaugh 2<sup>nd</sup>. All in favor.
- Nancy Mayland to talk to Chris Sterndale about Jackie Wood so the BOS can approve,

#### Action items

- Nancy to send the lawyer document about the Deed to Chris Sterndale.
- Nancy to follow-up with Peggy Neveau about contacting Allison for a copy of the Grant for the Gambling fundraiser.
- Liz to put the Strategic Plan on the April agenda
- Liz to put Selling Items Policy on April agenda

Next Board of Trustee meeting will be April 15th at 7:00pm

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

Meeting adjourned at 8:50pm

Liz Michaud, Secretary