

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

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

Nancy Mayland called the meeting to order at 7:04 pm

Opportunity for the Public to speak:

- NA

Correspondence:

- No Correspondence

Review Previous Meeting Minutes:

- Reviewed the minutes of the June 10th Trustee Meeting minutes.
- Motion to approve the minutes made by Marilyn Cavanaugh/ Jackie Wood 2nd. All in favor, motion passed.
- Under Treasurer Report, the name Denise was misspelled in prior minutes.
- Reviewed June 26th book sale planning meeting.
 - o Marilyn will research the amount needed to be available for the book sale.
- Motion to approve the minutes made by Nancy Mayland/Marilyn Cavanaugh 2nd. All in favor, motion passed.
- Reviewed action items
- Postpone NHLTA review until a future meeting.

Treasurer's Report:

- Reviewed and discussed the Treasurers Report for June.
- Motion to accept the report and place it on file subject to audit made by Nancy Mayland/Jackie Wood 2nd. All in favor, motion passed.
- Gift account will be increased by \$100.
- Received check in memory of Joe Forest. A letter needs to be sent to Denise in memory of Joe Forest
- Motion to accept the donation made by Nancy Mayland/Marilyn Cavanaugh 2nd. All in favor, motion passed.

Directors Report: - see dan's director report and addendum

- Reviewed the report.
- Repairs: Bob is coming in after the 4th of July and schedule repair of the north wall. The ramp will have to be closed during the repair so days that have lighter traffic will be chosen.
- Schedule needs to be created for handicapped accessible while work is being done on front porch.

- Repairs: AC – Trombly sent an estimate of 9k plus change to replace the whole splitter unit. No comparisons or alternate estimates for a second quote have been obtained. Dan hasn't heard back from anyone.
- Pavilion construction – Has an email been received from the Town Building planner?
- Repairs: Porch sanding and painting – on hold.
- Repairs: Trustee shed – Shed floor and sill is sagging and beginning to rot. We'll be ok through the book sale. Barry said he'd come out and look it over after the book sale. The shed door doesn't lock anymore. Bob and Barry are going to be coming out to take a look but, in the meantime, Dan will buy a lock and latch and screw in a temporary fix.
- Repairs: Smaller jobs - Bathroom rehab, floor cleaning, Trombly to look at septic filtration, Barry to review the kids room door (remember, this was only a short-term fix).
- Event staff scheduling - Dan will talk to staff about if scheduling needs to be set up for a payment when working at the book sale. A discussion was held regarding the issue that some events NEED staff to work events. The book sale is a library event. Staff asked if they would be paid for the book sale. Dan will create a schedule to include a few hours for the book sale and discuss it with the staff.
- Library of things: Dan submitted an itemized list with a count of checkouts.
- Statistics: Circulation overall remains steady. Online circulation is up, website and digital usage is up. We're a bit off from patron count and circ from last year but that has to do with weather and with the fact that we actively pushed patron count to achieve 1,000 last year for the first time.
- Space issues in Kids room: Additional bookshelves are needed in the kids' room to accommodate increased demand for board books and graphic novels.
- 2025 Budget Facility Plan: Dan will add a 2k request in the 2025 budget for a facility and grounds maintenance and inspection strategy. Nancy suggested that Dan speak to Chris about a municipal maintenance strategy. Nancy also said that a Facility plan file should be somewhere in the file cabinet. Fay Hanscomb would know where the records are.
- Book Sale: Posts will be made on social media. Potential volunteers will be contacted. Henry Traynor and his crew will be helping at the front end.
- Staffing:
 - Bella Traynor has officially left the library but she will remain on the books. This allows her to return whenever needed.
 - Additional hours will be requested for Library Assistant Salaries.
- Budget: Budget currently sits at about 1.1 percent over for the year, down 3 percent from last month so we're getting it under control. Staffing needs continue to drive overages, along with programming.

Friends:

- Passes continue to go out at a clip about twice as fast as last year.
- Creative Bug continues to drive subscribers.
- Jess and Sharon have headed up the plastic bag drive and we're up around 600 pounds now.

Expansion:

Library Expansion – Parks and rec meeting August 14th at 6PM

Old Business:

- NHLTA – We will schedule a meeting to review our sessions.

New Business

- Strategic Plan
- Grants – Kathy Perrin – Nancy will reach out and ask her if she will write grants. Marilyn will give the information we learned at NHLTA – the one-person member that raised the money for her library. Jackie will give Dan the contact information for Vickie Descarne.
- Library Pages – Dan looked up and found that Rochester’s library has something similar to what we would be looking for. Dan will draw up a preliminary position that can be reviewed at the joint board meeting. That meeting will be in the fall, maybe October 17th .

Action items

- We need to follow-up with Peggy Neveau about contacting Allison for a copy of the Grant for the Gambling fundraiser. Pat Clement to check with Peggy.
- Liz to send a Thank you to the Forests.
- Liz to contact Carrie Cote, Town Building, to determine needs for pavilion.
- Schedule a meeting to review the NHLTA.
- Liz to create agenda for the NHLTA follow-up meeting – include the hiring contracts for staff and cyber security.
- Liz to have a couple of signs for the Puzzles at the Book Sale.
- Liz talk to Damian about having a chess club after school at the library.

Special meeting for strategic plan – date will be scheduled at next meeting.

Next Board of Trustee meeting will be August 12th at 7:00pm

Motion to adjourn made by Jackie Wood/Marilyn Cavanaugh 2nd. All in favor.

Meeting adjourned at 8:39pm

Cindy Berling/ Alternate Trustee