

Griffin Free Public Library
Where Auburn Comes Together
To Discover, Create, Connect and Succeed!
Board of Trustees Meeting
August 12th, 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
Liz Michaud, Secretary attending virtually

Nancy Mayland called the meeting to order at 7:01 pm

Opportunity for the Public to speak:

- NA

Correspondence:

- No Correspondence

Review Previous Meeting Minutes:

- Reviewed the minutes of the July 8th Trustee Meeting minutes.
- Motion to approve the minutes made by Jackie Wood/ Marilyn Cavanaugh^{2nd}. All in favor, motion passed.
- Under Staffing, the word left was missing after Bella Traynor.

Treasurer's Report:

- Reviewed and discussed the Treasurers Report for July.
- Marilyn will link the square account to the checking account. Needed to be re-linked.
- Liz will give the venmo amount of \$328.50 received from the book sale, to Maryilyn,
- \$7,131.00 was the total profit from the book sale.
- Motion to approve the treasurers report made by Nancy Mayland/ Jackie Wood^{2nd}. All in favor, motion passed.
- \$975.00 was received in memory of Joe Forest, in total from a number of donors.
- Motion to accept the donations in memory of Joe Forest made by Marilyn Cavanaugh / Jackie Wood^{2nd}.

Directors Report:

- Facilities:
 - Bob Jensen called last week to say he had a medical procedure done which put him behind but that he'd come in this week to work on scheduling for repairs to our north wall. This cost will be coming out of regular maintenance budget line.
 - AC and splitter. Estimates were received between 9 and 10K. Decision was made to wait until the fall or winter but not to wait another year since this is the second year without air conditioning. The unit in circulation is at 50%. The one in the museum room does not work at all. The hornets nest in the condenser blew the lines. When a decision is

- made, that is when we can go to the town and see if the town will pay for it out of the town maintenance fund. Andrea will send Dan information on who she has used for AC work.
- Pavilion construction – Both the friends of the library and Auburn historical association has indicated that they would be willing to discuss a collaboration with us on building the pavilion. \$1150 total was received as Joe Forest memorial donations. Denise has already been contacted and is agreeable to putting the donations to the pavilion. The trustees agreed that Dan should get an estimate to determine how much would be needed from each entity.
 - Porch sanding and painting. On hold.
 - Trustee shed door no longer locks so Dan fastened a clasp and master lock to door to at least keep it closed. Trustee shed floor and sill is sagging . Barry Beaugard from BMP and Bob Jensen will take a look at it.
 - Bathroom cleaning concerns. Dan will contact Will Melendy at Culligan filters for the yellow water. Floor should be replaced. Nancy will send Dan information on a handyman for the floor replacement. Toilet seat will be replaced. Facility issues are growing. A strong case should be made to the Selectmen and town that the physical building needs major renovation.
 - Collection:
 - Space issues in Kids Room. Board Books and Graphic Novels are outgrowing their spaces and looking to rearrangements and add more bookshelves to be set in the kids' room to accommodate increased demand. The Friends agreed to put \$1,000 toward upgrades.
 - Library of Things: One of Jessica's projects for the fall is to create a LOT booklet for patrons to browse and some policy guidelines. The new website will be able for patrons to reserve and chose LOT .
 - Staff:
 - In next year's budget, Dan will request more hours (maybe 4-10 hours) for Library Assistant Salaries.
 - Dan is going to create a Page position. We can discuss this in our budget talk.
 - Dan will be on vacation from Sept. 24 – Oct. 1
 - 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 Marilyn Cavanaugh /Jackie Wood seconded the motion. A roll call vote was taken. Nancy Mayland voted aye, Marilyn Cavanaugh voted aye, Jackie Wood voted aye. With all in favor, the motion passed unanimously.
 - The meeting room was closed to the public at 8:15 pm.
 - A staff issue was discussed.
 - A motion to exit the non-public session made by Marilyn Cavanaugh/ Nancy Mayland 2nd. All in favor.
 - The meeting room was reopened to the public at 8:40pm
 - 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, Jackie Wood voted aye. With all in favor, the motion passed unanimously.

- Motion to approve the increase for Jessica Traynor based on satisfactory review and award her a step increase from a labor grade 5, step 2 to labor grade 5, step 3.
- Motion to accept the above by Nancy Mayland/ Marilyn Cavanaugh 2nd. All in favor.
- Budget:
 - The largest increases are in the operating budget. Increases have been kept under 10%.
 - Programming costs are ok. Maintenance is a significant increase. Nancy suggested that Barry Beauregard from BMP should be questioned about facility maintenance plan. He might be able to do it or recommend someone.
 - Supplies are now obtained from different sources other than Mason since sources are cheaper.
 - Utilities are going up close to 20%. Usages has gone up 40%.
 - The town will ask for a preliminary budget. The biggest increases are maintenance and utilities.
- Friends: Jess and Sharon have headed up the plastic bag drive and we're up around 800 pounds now.
- Expansion: Meeting at the Severance school on August 14th at 6:00pm. Floor plans will be printed and given as hand outs.
- Events:
 - Upcoming events:
 - Summer Reading Programming concludes on Thursday, Aug. 16 with a Candy Sushi Creation program! (I'm estimating 125,000 pages read!)
 - Aug. 25, Grant's Games Workshop
 - Aug. 28, Teen Hair Extension Coloring Event,
 - Aug. 28, Quilling Craft Class (still have openings),
 - Sept. 14, Duck Race. Nancy will be one of the wise women, Liz will be at the popcorn table, Cindy will be balloons, cider and drone. Jackie will volunteer.
 - Sept. 18, Scout Troop Open House,
 - Sept. 28, Wreath Making Class,
 - Oct. 3, Smokey the Bear Birthday Party with Forest Ranger,
 - Oct. 11, NH Humanities Graveyard Show,
 - Oct. 12, Craft Swap.
 - Oct 23, ghost craft.

Friends:

- Jess and Sharon have headed up the plastic bag drive and we're up around 800 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. Cindy will look at conference material to find the name
- Book sale meeting on August 26th at 6pm before the Selectman's meeting.

New Business

- Book sale meeting scheduled for August 26th at 6pm prior to Selectman's meeting.

Action items

- 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. .

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

Motion to adjourn made by Marilyn Cavanaugh / Nancy Mayland 2nd. All in favor.

Meeting adjourned at 9:06pm

Cindy Berling/ Alternate Trustee