

**Griffin Free Public Library**  
**Where Auburn Comes Together**  
**To Discover, Create, Connect and Succeed!**  
*Board of Trustees Meeting*  
*October 14th, 2024 at 7PM*

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

Nancy Mayland called the meeting to order at 6:59 pm

Opportunity for the Public to speak:

- NA

Correspondence:

- NA

Review Previous Meeting Minutes:

- Reviewed the minutes of the September Trustee Meeting.
- Motion to approve the minutes made by Marilyn Cavanaugh/ Nancy Mayland 2<sup>nd</sup>. All in favor, motion passed.
- Reviewed the minutes of the NHLTA Sale Wrap-up meeting.
- Motion to approve the minutes made by Nancy Mayland/Marilyn Cavanaugh 2<sup>nd</sup>. All in favor, motion passed.
- Reviewed action items

Treasurer's Report:

- Reviewed and discussed the Treasurers Report for September.
- 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.
- Motion to accept the donation of \$25 made in honor of Joe Forest made by Liz Michaud/Marilyn Cavanaugh 2<sup>nd</sup>. All in favor, motion passed.
- Dan gave the invoice for the Cemetery program to Marilyn to pay.
- Reviewed the fall reading basket that the Trustees approved last month.

Directors Report:

- Reviewed the report.

- Reviewed additional packet about the budget. We need to review and memorize before the budget meeting. Create an argument for extra staffing about patron usage, that we're being swamped by the school (middle schoolers) and staff projects.
- Facility projects:
  1. AC, Heater and Splitter: If we bring it up on Monday we may be able to get the money for this now. We are suggesting that we go with Trombly.
  2. Pavilion Construction Estimate: We have \$1500 from Joe Forest donations; we will ask both the Friends and Historic if they would consider donating \$1000 each.
  3. North Wall Repairs: We have two estimate that are disparate. Dan to check on the differences between the two. Nancy mentioned this should come of the town building repair.
  4. Shed: A suggestion was made to replace the shed as opposed to repairing the existing one. The cost may be less. Get prices from Agway, Reeds Ferry and Home Depot. We should determine the square footage of the current shed and get comparable prices. Dan to also get more quotes for repair.
  5. Ramp, Deck Repair and Refinish: This should also come from the Town Building Repair.
- Jess Traynor at the meeting to present a sewing idea: Looms to make potholders. Jess is asking for funds from the Trustees, not part of the budget. \$32.92 per kit = \$374.36 for four classes, or \$285.66 for two classes. We may be able to apply for an educational discount. 12 people per class.
  1. Motion to spend the money for this program from our gift account made by Liz Michaud/Marilyn Cavanaugh 2<sup>nd</sup> All in favor.
- Suggestion was made to ask at events, "If you enjoyed this program and would like to help fund future programs donations are accepted" Discussion about asking for donations, and about getting a bigger donation box.
- The budget: We are asking for additional staff hours, increasing from 109 hrs to 117 hrs, an addition of \$8,000 for the year.
- The Friends donated money for the new bookshelves in the children's room.
- Dan adding more staff hours for 2025, 4hrs for Jess and 2hrs each for Jordan and Wendy. These could be worked during our regular hours or we could open for a few hours on Mondays. Discussion about Monday hours and maybe doing a test from 2-6pm one month as an experiment at some point. Question about changing the holiday schedule.
- We are on track with the annual budget.
- Dan gave us information regarding Pages for the library, including information from the Manchester library. Dan has a rough draft for a page policy, we asked him to polish it so we can get a new job description and change the old job descriptions in the town employee handbook, but we wouldn't fill this position until 2026.
- Statistics: We are above all our numbers. Easily breaking records in all our statistics. Nancy asked for numbers about the library of things to be added to the monthly statistics.

Friends:

- See Dan's notes

Expansion:

- Discussion about drone land survey. We can ask the BOS on Monday.
- Next meeting with Jason @SMP - Oct 23<sup>rd</sup> zoom with SMP.

Old Business:

- Liz spoke with Carrie about the permit for building the gazebo – fill out form, attached kit information, attached contractor bid and let her know where it will sit on the property.
- Discussion about setting up a Venmo account for the Library. Nancy to set up an account.
- Discussion about Donation Policy: We reviewed the state law and Dan will make an appropriate change to the policy.
- Motion made to add library of things to our donation policy made by Liz Michaud/ Marilyn Cavanagh 2<sup>nd</sup> all in favor.

New Business

- Library MOU with BOS – Nancy sent us a copy of the current MOU. - Table
- Strategic Plan - Table
- Grants – Table
- Library Pages – Dan has rough draft of this position. We need a story about why we need it and then Nancy can submit for review during the Joint Personnel Meeting.
- Marilyn suggested doing an event at Evergreen about the library.
- Friends and Staff Event scheduled for January 17<sup>th</sup>.
- Staff Volunteer hrs paid vs non paid – Discussion about what would determine a staff member be paid. Discussed that when they are representing the library they should be paid and what is their function or role during that event. Can we write a policy about volunteering for the Duck Race and events at AVS and exclude the book sale. Dan and Liz to draft a policy about staff volunteers.

Other items:

- Before next year's Conference, schedule a meeting to review the things we learn at the NHLTA conference.

Action items

- Liz to have Damian visit the library to talk to Dan about Chess Club
- Sandwich Board needs to be fixed/replaced – Jess to get a quote and we will ask the friends
- Nancy to help Marilyn set up VENMO for the library
- Liz to create spread sheet of Donors
- Nancy to reach out to Chris Sterndale regarding information the site survey drone.
- Liz and Dan to draft volunteer policy
- Potholder initiative.

Next Board of Trustee meeting will be Nov 11<sup>th</sup> at 7:00pm

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

Meeting adjourned at 9:05pm

Liz Michaud, Secretary