

Griffin Free Public Library
Where Auburn Comes Together
To Discover, Create, Connect and Succeed!
Board of Trustees Meeting
September 9, 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

Absent: Dan Szczesny, Library Director

Nancy Mayland called the meeting to order at 7:03 pm

Opportunity for the Public to speak:

- NA

Correspondence:

- Marilyn let Nancy know that we nominated her for Trustee of the Year and handed her the nomination we submitted. Unfortunately she did not win, but we want her to know how much we appreciate all she has done, and continues to do, for the Library.
- Thank you cards sent for donations in memory of Joe Forest.

Review Previous Meeting Minutes:

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

Treasurer's Report:

- Reviewed and discussed the Treasurers Report for August.
- 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.
- Motion to accept the donation of \$100 made in honor of Joe Forest made by Liz Michaud/Marilyn Cavanaugh 2nd. All in favor, motion passed.

Directors Report:

- Reviewed the report.
- AC and Splitter – Nancy has another company that will give us a quote. This will give us the third quote, and then we will need to review to see if it would come from the town building maintenance line.
- Discussion of bathroom floor and getting the extra cleaning done every 6 mths.
- Barry from BP coming to the library and will give us a quote for building the gazebo, also the rot in the shed, the rot on the wall and the porch repairs.
- The Friends donated money for the new book shelves 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 asked the Trustees for \$150 from the gift account for a fall reading gift basket. Motion to do this made by Marilyn Cavanaugh/ Liz Michaud 2nd. All in favor.

Friends:

- Duck Race – Nancy bringing two pop ups on Wednesday, Liz to bring cooler and table
- Policy about copies for Friends; Anything that the Friends copy is ok for small number of copies without cost, but large copy orders should be paid. Discussion about a policy, what to put into the policy. Also discussed that the Library Staff should not be working for the Friends. It is against town policy for the Staff to work for the Friends during working hours because they are being paid by tax dollars. Refer the Friends to the existing policy about copies. They are a separate entity from the library like the PTA is separate from School. If there are a few once in a while we'll turn a blind eye, but the policy stands for everyone including the Friends.
- Christmas Tree – Friends threw away ruined tree.

Expansion:

- Reviewed Zoom Conference Call with SMP that was attended by Chris Sterndale and Nancy Mayland, Tom Carroll, and Jason from SMP. It was a good meeting and a follow-up mtg is scheduled for Nov. Nancy said it went well.

Old Business:

- NHLTA – We will schedule a meeting to review our sessions.
- Budget – ready and submitted. Waiting on meeting request with the budget committee.

New Business

- Library MOU with BOS – Nancy sent us a copy of the current MOU.
- 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 meeting
- Cleaning the Trustee Shed – it's clean!

Other items:

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

Action items

- Liz to contact Carrie Cote regarding the gazebo
- 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
- Suggestion to get VENMO for the library
- Liz to create spread sheet of Donors
- Liz to put on Dec agenda – plan for Friends Appreciation event in January.
- Liz to put on agenda for MOU
- Liz to put on agenda paying staff instead of volunteer hours/non-paid

Next Board of Trustee meeting will be Oct 14th at 7:00pm

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

Meeting adjourned at 8:40pm

Liz Michaud, Secretary