

***Griffin Free Public Library***  
**Where Auburn Comes Together**  
**To Discover, Create, Connect and Succeed!**  
*Board of Trustees Meeting*  
*November 11th, 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 7:01 pm

Opportunity for the Public to speak:

- NA

Correspondence:

- NA

Review Previous Meeting Minutes:

- Reviewed the minutes of the October Trustee Meeting.
- Motion to approve the minutes made by Marilyn Cavanaugh/ Liz Michaud 2<sup>nd</sup>. All in favor, motion passed.
- Reviewed action items

Treasurer's Report:

- Reviewed and discussed the Treasurers Report for October.
- Motion to accept the report and place it on file subject to audit made by Nancy Mayland/Liz Michaud 2<sup>nd</sup>. All in favor, motion passed.
- We received Donations of \$100 from an anonymous donor for the pavilion, \$100 from Brenda Beers for the pavilion
- Motion to accept \$200 in donations made by Liz Michaud/Marilyn Cavanaugh 2<sup>nd</sup>. All in favor, motion passed.

Directors Report:

- Reviewed the report.
- Reviewed additional packet about the budget. We need to review and memorize before the budget meeting. We should explain our request for extra staffing hours about patron usage, that we're being swamped by the school (middle schoolers) and staff projects.
- Facility projects:
  1. Keith and Tom gave us people for the HVAC, we are waiting on estimates.
  2. Both Keith and Tom sent people over to look at the rot on the wall.
  3. Keith has a guy coming to fix the wall, and Dan will follow up on timing.
  4. Pavilion: Barry sent an invoice and said they might be able to do it before thanksgiving or early Dec. The Friends voted to donate up to 2,000 and we will only need \$625.

- Jordans review is next week. We will vote next month.
- Budget: holding on – right at the end of the budget
- The library will not schedule any new programs for 2024. We suggested they book things for the new year. NH Humanities – we can get three events.
- Dan is looking for donations from local businesses.
- Statistics: We are above all our numbers. Circulation and patron count is over 1000 again. Web site page views are through the roof, easily breaking records in all our statistics. Hoopla rejections are very high because we don't have the subscriptions to handle all the traffic.

#### Friends:

- Nancy let the Friends know that the Trustees Funds are the Library Funds, that we are not a separate group like the Friends so we don't have additional money to help the library. The money in the Trustee Accounts already belongs to the library.
- Suggestions made to sell the tote bag or use them as prizes or use for raffle bags instead of baskets.
- The Friends are struggling with PR.
- Gambling fundraiser, Nancy to get a contact so the friends can pursue.

#### Expansion:

- Discussion about drone land survey. We have no information yet about the drone survey.

#### Old Business:

- 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.
- Dan gave Wendy Ducharme her one year review, it went very well and he mentioned all the work she did on creating the updated web site.
- Motion to approve the increase for Wendy Ducharme based on satisfactory review and award her a step increase from a labor grade 5, step 1 to a labor grade 5, step 2.
- Motion to accept the above by Liz Michaud/ Nancy Mayland 2<sup>nd</sup>. All in favor.

#### New Business

- Discussion about the proposed 2.5% COLA.
- Motion to approve the 2.5% COLA made by Marilyn Cavanaugh/ Liz Michaud 2<sup>nd</sup>. All in favor.
- Nancy Mayland to contact Chris Sterndale and let him know we approved the COLA proposal.
- Dan to review the Page job description in January. Dan has a rough draft of this position. We need a story about why we need it and then Nancy can submit it for review during the Joint Personnel Meeting.
- Library MOU with BOS – Nancy sent us a copy of the current MOU. - Table
- Strategic Plan - Table
- Grants – Table
- Library Pages –
- Friends and Staff Event scheduled for January 17<sup>th</sup>. – we'll discuss specifics in December
- Dan has scheduled a Reenactment WWII D-Day June 7<sup>th</sup> at the library.

Action items

- Liz to have Damian visit the library to talk to Dan about Chess Club - table
- Sandwich Board needs to be fixed/replaced – Jess to get a quote and we will ask the friends if they would be willing to buy it.
- Nancy to help Marilyn set up VENMO for the library
- Liz to Update spread sheet of Donors and send a copy to everyone
- Nancy to reach out to Chris Sterndale regarding information from the site survey drone.
- Liz and Dan to draft a volunteer policy
- Library of things policy – Dan to write one up
- Dan and Liz to draft a policy about staff volunteers.
- Everyone to Email their vacation schedules for next few months, through April.

Next Board of Trustee meeting will be Dec 9<sup>th</sup> at 7pm

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

Meeting adjourned at 8:20pm

Liz Michaud, Secretary