

Griffin Free Public Library
Where Auburn Comes Together
To Discover, Create, Connect and Succeed!
Board of Trustees Meeting
January 13, 2025 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 Szczeny, Library Director; Andrea Galasso, Alternate Trustee; Jess Traynor, Library Assistant.

Nancy Mayland called the meeting to order at 7:02

Opportunity for the Public to speak:

- NA

Correspondence:

- Thank you cards sent to donors in December.
- Wendy sent a nice Thank You to the Board for the Christmas gift.

Review Previous Meeting Minutes:

- Reviewed the minutes of the December Trustee Meeting.
- Motion to approve the minutes made by Marilyn Cavanaugh/Nancy Mayland 2nd. All in favor, motion passed.
- Pot Holders looms purchased by Jess Traynor and invoice given to Marilyn Cavanaugh.
- Reviewed action items

Treasurer's Report:

- Reviewed and discussed the Treasurers Report for December.
- 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.

Directors Report:

- Reviewed the report.
 - Discussed facility repairs done in December. Still waiting for the wall to be completed and for the AC/Splitters to be replaced.
 - Patron Computer needs to be replaced.
 - We also need to replace the color laser printer and the copier this year.
 - Donations, we are on track to run out of space.
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- Discussed a subscription database to archive historical data from the Auburn Historical Association. The library could not pay for half, but perhaps the Friends could team with the

AHA. We don't have the staff to start archiving, so a challenge would be finding someone to do the work. Discussion about all the museum pieces that we have in poor storage.

- Budget: The town was supposed to pay for the wall repair from the ARPA funds, however instead they tacked it onto our library budget. They did this without telling us it was going to happen. Discussion of writing a letter to the Board of Selectmen to state we are dissatisfied that the money came out of our budget and not ARPA as discussed at the Nov Mtg. Liz to write a letter.
- Discussion of the TAG (Teen Advisory Group) and the benefits of teens coming into our Library and the challenges.

Friends:

- The Friends Group has agreed to pay for some of the wish list items the TAG team has for updating the nook and donating craft supplies. They are looking for two reading chairs and tables and to create a mural in the space.
- Passes keep going out and the group approved paying for continuing the passes.
- The Friends are looking into a fundraiser event at Applebee's in Hooksett.
- Discussion about creating an MOA with the Friends Group, and planning a meeting between the two boards.

Expansion:

- Discussion: no updates at this time. Still waiting on information from the Drone Survey.
- There was a question about the plan for next steps, no updates at this time.

Old Business:

- Volunteer Policy: Dan has an example and will send a copy to the Board for our review. We will review it next month.
- Library of Things Policy: tabled for next month. Nancy visited a library in Germany, and they had a library of things. She took a photo of the signs to share with us. Items are not on display; they are stored in the back and can be retrieved by the staff.
- New shed, Nancy did some research \$5-8K each at Agway. Our shed is 10-16 and needs to be replaced. They are 10-16ft or 10-20ft.

New Business

- Appreciation event – we should arrive around 5pm – 30 ppl
- Jackie – appetizer like cheese and crackers
- Liz - champagne sherbert punch & appetizer or dessert. Veggies and dip
- Andrea –
- Marilyn – apps and apricot squares – shrimp cocktails
- Nancy – meatballs in crockpot
- Cindy – cookies and cupcakes

Action items

- Agenda for next month: cost of the Book Sale for staff and how much are we actually making. This is something we could have volunteers take care of.
- Liz to write letter to the BOS to be reviewed by the board.
- Liz to add to next month agenda the MOU with the Friends Group
- Liz to add to next month agenda to update the MOU with the BOS.
- Agenda for next month – review the maintenance list
- 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 if they would be willing to buy it.
- Nancy to reach out to Chris Sterndale regarding information from the site survey drone.
- Dan to draft a volunteer policy
- Dan to write up a policy for our Library of things.
- Nancy to get prices for a new shed.

Next Board of Trustee meeting will be Feb 10th at 7pm

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

Meeting adjourned at 8:53pm

Liz Michaud, Secretary