

Griffin Free Public Library
Where Auburn Comes Together
To Discover, Create, Connect and Succeed!
Board of Trustees Meeting
December 9th, 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; Andrea Galasso, Alternate Trustee; Jess Traynor, Library Assistant.

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

Opportunity for the Public to speak:

- NA

Correspondence:

- NA

Review Previous Meeting Minutes:

- Reviewed the minutes of the November Trustee Meeting for Dan's Review.
- Motion to approve the minutes made by Marilyn Cavanaugh/Liz Michaud 2nd. All in favor, motion passed.
- Reviewed the minutes of the November Trustee Meeting.
- Motion to approve the minutes made by Liz Michaud/Marilyn Cavanaugh 2nd. All in favor, motion passed.
- Reviewed action items

Treasurer's Report:

- Reviewed and discussed the Treasurers Report for November.
- Motion to accept the report and place it on file subject to audit made by Nancy Mayland/Liz Michaud 2nd. All in favor, motion passed.
- We received Donations of \$525 from Friends of the Library, \$1000 from Democrats of Auburn, \$150 from Massabesic garden club, \$100 from Mary Hrubric, \$100 from Dan Carpenter, \$100 Dan Szczesny, and \$100 from Ann Dollard for the pavilion
- Motion to accept the restricted donations for the pavilion made by Marilyn Cavanaugh/ Nancy Mayland 2nd. All in favor, motion passed.
- We received a donation of \$200 from Ron & Cindy Correia for pavilion maintenance.
- Motion to accept the donation for the pavilion maintenance made by Marilyn Cavanaugh/ Nancy Mayland 2nd. All in favor, motion passed.
- We received a donation of \$500 from Pat Davenport for anything except the expansion.
- Motion to accept the donation from Pat Davenport made by Nancy Mayland/Marilyn Cavanaugh 2nd. All in favor, motion passed.

Directors Report:

- Reviewed the report.

- Reviewed question about maintenance needs during the budget meeting. Dan handed out a list of projects for 2025.
- Library of things discussion.
- Donations for Book Sale, the shed is half full already.
- Staffing Budget, we received approval for an extra 4 hrs of staff hours for 2025.
- Budget: holding on, as of Dec 1 we were under by \$27.
- Passes continue to go out and Creative Bug is doing well.
- 2025 asks from Friends; Dan asked the staff to come up with ideas for asks for the Library.
- Goods Donation box for seniors' discussion. How big is bin, how long would it be here, when would they pick up the items. We would need to set up parameters – look at previous policies.
- Dan opened a business account for the library at Staples. Ink Cartridges can be returned at the library.
- Upcoming events: Two humanity programs in Feb & March, as well as other events.
- Statistics: We are up across the board. Tons of on-line usage, high donation count, new patrons. It all looks great.

Friends:

- The Trustees need to attend a Friends meeting and let them know that the Staff do not have enough approved hours for Library tasks and cannot work on Friends activities such as PR during staff hours.

Expansion:

- Discussion about drone land survey. We have no information yet about the drone survey.
- Discussion about the new architectural drawing that includes Park & Req.

Old Business:

- Friends and Staff Appreciation event. Trustees to provide finger foods, appetizers and desert. Suggestion made to have Champagne Punch.
- Motion made to add library of things to our donation policy made by Liz Michaud/ Marilyn Cavanagh 2nd all in favor.

New Business

- 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 17th. – we'll discuss specifics in December
- Dan has scheduled a Reenactment WWII D-Day June 7th at the library.
- Motion to approve the increase for Jordan Asselin based on satisfactory review and award her step increase from a labor grade 5, step 1 to a labor grade 5, step 2.
 - Motion to accept the above by Nancy Mayland/ Liz Michaud 2nd. All in favor.
 - Holiday gifts for staff: \$50 part timers, \$100 Mary & Dan, Amazon Gift Card, from Gift Acct.

A motion to go into non-public session pursuant to RSA 91-A:3,II(a) made by Liz Michaud/Nancy Mayland seconded the motion. A roll call vote was taken. Nancy Mayland voted aye, Marilyn Cavanaugh voted aye, Liz Michaud voted aye. With all in favor, the motion passed unanimously.

The meeting room was closed to the public at 8:23 pm.

- Gave Dan Szczesny his annual review

A motion to exit the non-public session made by Liz Michaud/ Marilyn Cavanaugh 2nd. All in favor.

The meeting room was reopened to the public at 8:49pm

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 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.
- Liz to get Christmas cards to put the amazon cards into and connect with Marilyn to deliver before next Tuesday.

Next Board of Trustee meeting will be Jan 13th at 7pm

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

Meeting adjourned at 8:51pm

Liz Michaud, Secretary