

*Griffin Free Public Library*  
**Where Auburn Comes Together**  
**To Discover, Create, Connect and Succeed!**

*Board of Trustees Meeting*  
*February 14, 2022 at 7pm*

**Present:** Nancy Mayland, Chair, Marilyn Cavanaugh, Treasurer; Liz Michaud, Secretary; Kathy Growney, Library Director; Cindy Berling, Alternate Trustee, Hope Garner, Staff.

Nancy Mayland called the meeting to order at 7:08 pm

Correspondence:

- NA

Review Previous Meeting Minutes:

- Reviewed the minutes of the January 17th Trustee Meeting.
- Motion to approve the minutes made by Liz Michaud/ Marilyn Cavanaugh 2<sup>nd</sup>. All in favor. Motion passed.
- Reviewed the minutes of the January 24<sup>th</sup> Trustee Meeting.
- Motion to approve the minutes made by Marilyn Cavanaugh/ Liz Michaud 2<sup>nd</sup>. All in favor. Motion passed.
- Reviewed the minutes of the January 31<sup>st</sup> Trustee Meeting.
- Motion to approve the minutes made by Marilyn Cavanaugh/ Liz Michaud 2<sup>nd</sup>. All in favor. Motion passed.
- Reviewed the minutes of the February 7th Trustee Meeting. Date on the meeting minutes corrected. Motion to approve the minutes as amended made by Marilyn Cavanaugh/ Liz Michaud 2<sup>nd</sup>. All in favor. Motion passed.
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Treasurer's Report:

- Reviewed and discussed the Treasurers Report for January.
- The check to the speaker has still not cleared, Marilyn will void the check and moved the funds back into the acct
- 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.
- Reviewed the Budget Appropriation Report: Everything has been paid but because the town hasn't voted on the budget yet, the budget report shows only expenses, including salaries, without any budget numbers to offset.

Directors Report:

- Reviewed and discussed the Directors Report for January.
- As Kathy's last day is Thursday, Marilyn will review invoices this Friday and Nancy will do the payroll next week.

- Discussed how to handle the staff schedule during the time we are without a director. If the staff need to swap shifts they should just make sure everything is covered. If there are staffing issues Nancy is the point person.
- Kathy spoke at the NHLA against HP 1529 about background checks for volunteers.
- Reviewed statistics: Everything is up, circulation is spectacular.
- Motion to approve the increase for Mary Hrubric based on satisfactory review and award her a step increase from a labor grade 5, step 13 to labor grade 5, step 14. Amount is an increase from \$20.95 to \$21.37.
- Motion to accept the above by Marylin Cavanaugh/ Liz Michaud 2<sup>nd</sup>. All in favor

#### Friends of the library

- The Friends have agreed to pay the balance for the Pavilion.
- Also renewed the pass for the Manchester Historic Association and for Beanstack.
- Next meeting is March 7<sup>th</sup>.

#### Old Business:

- The laminator has still not arrived.

#### New Business:

- Boy Scout Will Melendy has received his funding for the story walk and he will be start work on his project in the spring.

#### Any Other Business:

- Marilyn Cavanaugh asked Kathy Growney if there were any loose ends that the Board should be aware of as she leaves. Kathy has created a document “new director to do list” which she will send to the Board.
- Discussion of Director Passwords, Kathy to share with staff as needed to cover activities. Total list to be given to the Board to use as needed and to be given to the new Director.
- Discussion of scheduled activities in the library that cause a disturbance to Chris Chickering during her work hours.
- Discussion about people who would be willing to be an alternate on the Board. Board and Staff members to recruit for alternates.
- A motion to go into non-public session under the provisions of RSA 91-A:3,II(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, was made by Nancy Mayland/ Marylin Cavanagh 2<sup>nd</sup>. All in favor.
  - The meeting room was closed to the public at 8:08 pm.
- A motion to exit non-public session made by Liz Michaud/ Marilyn Cavanaugh 2<sup>nd</sup>. All in favor.
  - The meeting room was reopened to the public at 8:32 pm.
- The Board has determined that we do not need an interim director. We have not needed one during the last two director changes, and the staff is capable and cross trained.
- Without an interim director Nancy Mayland, as Chairman of the Board of Trustees, will be the point of contact until the next director is in place.

- The Board members will routinely visit the library to check on things and take notes from the Staff to bring to the trustee meeting.
  - Before May we need to make sure the Sat schedule is covered.
  - Staff Meetings are regularly held the 3<sup>rd</sup> Tuesday following a Monday at 6pm, staff are paid for 2 hrs even if the meeting is shorter. The next staff meeting would be March 22<sup>nd</sup>.

Action Items:

- Liz to check on the missing library sign for the hours.
- Liz to make the final corrections to the Job Position and email to the Board and Kathy.
- Liz to post the opening on Linked In.
- Kathy to post the Library Director Job Opening.

Motion to adjourn the meeting made by Marilyn Cavanaugh/ Liz Michaud 2<sup>nd</sup>. All in favor.  
The next board meeting will be held March 14th at 7pm.

Meeting adjourned at 8:52 pm  
Liz Michaud Secretary