***Griffin Free Public* Library**

**Where Auburn Comes Together**

**To Discover, Create, Connect and Succeed!**

*Board of Trustees Meeting*

*March 11, 2024 at 6PM*

**Present**: Nancy Mayland, Chair; Marilyn Cavanaugh, Treasurer; Liz Michaud, Secretary; Cindy Berling, Alternate Trustee; Andrea Galasso, Alternate Trustee; Dan Szczesny, Library Director

Nancy Mayland called the meeting to order at 6:03 pm

Opportunity for the Public to speak:

* NA

Website:

* Mindy Atwood, Assistant State Librarian from the NH State Library joined the meeting to discuss fundraising.
* Reviewed the money we’ve put into the expansion so far, the warrant article #20, the fundraising that has been done. Going forward we are looking for fundraising and grants for furniture and soft goods that will go into the library.
* The new library will be approx. 9,800 square feet.
* SMP put a $50K for interior budget, Mindy suggested that we review that number with SMP
* Mindy says the Abbot Library opened in 2014 and they spent over $100K
* We should expect to need $100K to $200K
* Roles should be very clearly defined, and people need to know where their money is going. The project needs to be clearly defined.
* Discussion of having a **memorandum of understanding** between the BOT and BOS. This would be a legal document to define how much equity the town has and how much the trustees have.
* Highly recommend a chair for each group, BOS/P&R and the Library.
* Talk to town attorney about getting sign-off from the Friends Group. The Friends Group has opened a second account for the expansion, and has an assistant treasurer. The trustees have about $20-30K, and we have pledges of $30K and $44K.
* Mindy encouraged us to get realistic fundraising figure. The architect should give us a dollar amount and we should determine the company that we will work with such as library interiors company.
* We could get our own lawyer for the library separate from the town lawyer.
* Step 1 building design, step 2 work with the library interior company and then set the goal for fundraising. Have a list of so much for shelving, so much for chairs, so much for etc.
* Ask SMP for planning purposes for a real number for interior.
* Mindy suggests that we do not include the collection included in Fundraising.
* Who is responsible for raising funds? We said it’s a combination between the Board and the Friends.
* Mindy asked who is responsible for walking into a living room and ask for $10K.
* Options: we could look for someone to do training, we’ve lost the opportunity to do a silent phase. Sunapee did have a consultant. OR we just try to do it on our own as we know our community better.
* A professional fundraiser would help us set tiers of donations:
  + Start with our biggest donors usually and then go to smaller donors. We should pursue the Big Donations.
  + Events for fundraising at the very end to get us over the top.
  + Director do an informational information, the ask came from the foundation chair.
* Grants: we need to know the median income in the town – town admin could help us get that information. We may need that info for grants.
* Asked if Mindy knows of any joint Library and Community Center in NH. She will get back to us.
* Good steward of your donation, pause until we have our ducks in a row.

Correspondence:

* NA

Review Previous Meeting Minutes:

* Reviewed the minutes of the Feb 12thTrustee Meeting minutes.
* Motion to approve the minutes made by Marilyn Cavanaugh/Liz Michaud 2 nd.
* All in favor, motion passed.
* Reviewed action items
* Reviewed the minutes of the Feb 26th Working Session with BOS minutes.
* Motion to approve the minutes made by Liz Michaud/Nancy Mayland 2nd. All in favor.

Treasurer’s Report:

* Reviewed and discussed the Treasurers Report for February.
* 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.
* Dan asked for $68.90 for a NH Humanities event, this is needed for transportation – to come from gift account. This is for the Beer Program.
* Dan received donations: $1000 from Greggs.
  + Motion to accept this donation made by Liz Michaud / Marilyn Cavanaugh 2nd. All in favor. This will go into the gift account.
* Dan found a buyer for hiking and NH history books $33 – funds to be deposited in the Book Sale Acct.

Directors Report:

* Reviewed the report.
* Motion to approve the increase for Mary Hrubric based on satisfactory review and award her a step increase from a labor grade 5, step 15 to labor grade 5, step 16. Amount is an increase from $22.49 to $22.94.
* Motion to accept the above by Marilyn Cavanaugh/ Liz Michaud 2nd. All in favor
* Peep Diorama Contest - Board of Trustees is asked to judge.
* Discussion: Policy about selling items at the library. Nancy sent two options. Dan spoke with Chris Sterndale. We can give exceptions, we can add lines for the Historic Society.
* Reviewed the revised Circulation Policy as it pertains to Non-residents of Auburn.
  + - * Motion to accept the new policy made by Nancy Mayland/ Marilyn Cavanaugh 2nd. All in favor.
* Dan proposed writing a policy about selling items for non-profits.
  + - * Auburn non-profits
      * Pending approval of the Board of Trustees
      * Discussion about the Friends 501C3
    - Discussion regarding Legislation about Minors in NH Libraries, all libraries would be required to track minors and write a report and submit to guardians. Dan to send us the number so we can voice an opinion at the State Level.
* Statistics, everything looks good. Budget looks good.

Expansion:

* Feb 26th meeting with the BOS
* Dan met with Jason to come up with a schedule for the warrant.
* Discussion about voting tomorrow

Friends:

* New Members packet
* Tote Bags
* Plant Sale meeting happened today – Jess Traynor is taking chair. This will be done along with the Garden Club.
* Quilt to be raffled off - $5 each or $5 for 5 tickets.

Old Business:

* Chris Sterndale came to talk about policy changes to the Town of Auburn
  + - At the last Joint Personnel Meeting we talked about updating the Town Personnel Policy
    - There have been many amendments over the years combining a separate Library Personnel Policy with the Town, and financials have moved to the Town Hall.
    - It works more or less, and Chris is housekeeping and streamlining the personnel policy.
    - These are mostly housekeeping changes and a few policy changes. Some new things suggested by the lawyer.
    - Meet late march or early April to vote on the changes.
    - Discussion about holidays and what do we do about holidays that fall on Mondays. Chris to review the proposal and suggest something different.
* Discussed Library Deed – governing document – hanging on the wall. Double sided
* Nancy asked about the Feasibility study.
* Asked Chris about an MOU= Memorandum of Understanding – this would be done before the first shovel but not before we know what we’re building. We will need to get lawyers involved.
* Andrea Galasso has been sworn in as an Alternate Trustee

New Business

* Motion to accept Jackie Wood as an Alternate made by Liz Michaud/ Marilyn Cavanaugh 2nd. All in favor.
* Nancy Mayland to talk to Chris Sterndale about Jackie Wood so the BOS can approve,

Action items

* Nancy to send the lawyer document about the Deed to Chris Sterndale.
* Nancy to follow-up with Peggy Neveau about contacting Allison for a copy of the Grant for the Gambling fundraiser.
* Liz to put the Strategic Plan on the April agenda
* Liz to put Selling Items Policy on April agenda

Next Board of Trustee meeting will be April 15th at 7:00pm

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

Meeting adjourned at 8:50pm

Liz Michaud, Secretary