*Griffin Free Public Library*

**Where Auburn Comes Together**

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

*Board of Trustees Meeting*

*June 12th 2023, at 7PM*

**Present**: Liz Michaud, Secretary; Marilyn Cavanaugh, Treasurer; Cindy Berling, Alternate Trustee; Dan Szczesny, Director; Hope Garner, Library Assistant.

**Absent:** Nancy Mayland, Chair

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

Expansion:

* Mindy Atwood was the fundraising chair for the Abbott Library and has offered to come to a future BOT meeting and talk to us about how we could fundraise. Hope will see if she can attend next month’s BOT meeting.
* Marilyn also found a contact at the NHLTA conference who was willing to talk to us about fundraising.

Fundraising Consultant:

Ann Riley from Sage Advancement Group, came at 7:15 to talk to us about being a Fundraising Consultant, to discuss what we’re doing and what her company does. We are considering hiring a Fundraising Consultant, as we are hoping to have a significant amount of money raised or committed when we go ahead with the bond vote / warrant article.

She asked if we know what percentage of the total amount we think the town will expect us to raise, we don’t know yet. We should be the only big warrant on the ballot next year.

We are hoping to raise $1-2million, including grants, selling bricks and chairs, and naming opportunities.

Ann says they can help write grants and could help find private foundations and identify wealthy donors that could make a significant donation. Ann says they did a feasibility study for Mount Vernon, NH. Another project they did was in Massachusetts for a public youth center.

Her company helps fundraise. They put together a fundraising plan and develop a pipeline of potential donors and help to find grants. They do planning and strategizing. They find the foundation, do research about how much they normally give, and help identify the best candidates. Wealth analysis, she has access to a service to help with this. Setting benchmarks for fundraising, cultivation events to let people know what’s going on. We are looking for help learning how to do cultivation events and determining the best strategies. Once we establish the foundation it will be easier to start strategizing. She thinks our challenge will be fundraising in the summer, so it will be hard to have money in hand for the submittal of the January warrant article. She said a capital campaign is usually three years, so trying to do it in four months would be a real challenge. We want to keep track of donors, the gifts they give, and send thank you letters. She said we should have a database to keep track of this information. (blumerange, little green light – databases)

She would have to send us a proposal to discuss her fees, and we would have to define what we want her to do for us. She would charge a flat monthly retainer fee based on the work that we are asking her to perform.

After Ann left a discussion was held. She seems like a researcher and an administrator. The other consultant Sarah seemed like she thinks out of the box and was very out going and good with grants and fundraising. We would like to get a proposal from Ann to compare to the one we have from Sarah.

Discussion of setting up the Foundation with Terry Knowles. We are using our names for the initial setup and then we can get the real people who will be on the foundation.

Opportunity for the Public to speak:

* NA

Correspondence:

* NA

Review Previous Meeting Minutes:

* Reviewed the minutes of the May 8th meeting minutes.
* Motion to approve the minutes as corrected made by Liz Michaud /Marilyn Cavanaugh 2 nd. All in favor, motion passed.
* Action items reviewed.
* Reviewed the minutes of the June 1 meeting minutes.
* Motion to approve the minutes made by Liz Michaud/ Marilyn Cavanaugh 2 nd. All in favor, motion passed.
* Action items reviewed.

Treasurer’s Report:

* Reviewed and discussed the Treasurers Report for May.
* 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.

Directors Report:

* Reviewed the report.
* We have the final invoice for the painting, the room looks great.
* Outside light in parking lot was replaced and paid out of the budget
* Reviewed the two estimates we have for the Kids room door. Very different costs, we will need to bring this to the BOS on Monday. Dan to talk to Birch Tree.
* Send a thank you to IT for the painting that was donated.
* Erin said no, we need to keep looking. Dan to see if current staff would like increased hours, he can look through some of the resumes we already have, or he can open it up on Indeed again.
* Kimberly Hartness came in and talked to Dan about writing grants. She is putting together a proposal from her as a contractor to help us find grants.
* Budget looks good – under 14% YTD.
* Monday BOS meeting to give an update on the library expansion.
* Book Sale discussion, meeting was held last week. Next month we will have another meeting.
* Dan showed us the book that Luke Melendy gave us for his Eagle Scout project

Friends:

* NA

Old Business:

* Do we need to check the references of the construction management companies. We will be interviewing the three on Friday and making a decision on who to hire.

New Business

* Nancy mentioned that we should buy two more squares, 1 iPhone and 1 android. She will order them and get reimbursed from Dan.

Action Items:

* Liz to add to the agenda for next month – two policies:
* Liz Add to agenda – review all the old personnel files after the book sale.

Motion to adjourn made by Marilyn Cavanaugh/ Nancy Mayland 2nd. All in favor.

Meeting adjourned at 9:12 pm.

Liz Michaud, Secretary