

Griffin Free Public Library
Where Auburn Comes Together
To Discover, Create, Connect and Succeed!
Board of Trustees Meeting
June 13th, 2022 at 7pm

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

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

Opportunity for the Public to speak:

- NA

Correspondence:

- Marilyn sent an invitation to the Greggs for the Story Trail Ribbon Cutting.

Review Previous Meeting Minutes:

- Reviewed the minutes of the May 9th Trustee Meeting.
- Motion to approve the minutes made by Liz Michaud/ Nancy Mayland 2nd. All in favor, motion passed.
- Reviewed the minutes of the May 9th Trustee Meeting, interview.
- Motion to approve the minutes made by Nancy Mayland/Marilyn Cavanaugh 2nd. All in favor, motion passed.
- Reviewed the minutes of the May 23rd Staff Meeting with Trustees.
- Motion to approve the minutes made by Marilyn Cavanaugh/Liz Michaud 2nd. All in favor, motion passed.
- Reviewed the minutes of the May 27th Book Sale Planning Meeting with Trustees.
- Motion to approve the minutes made by Marilyn Cavanaugh/Liz Michaud 2nd. 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 Liz Michaud/Marilyn Cavanaugh 2nd. All in favor, motion passed.

Directors Report:

- Dan will start doing a Directors Report next month.
- Tower discussion: Nancy spoke with Danny Goonan and he promised it will be back tomorrow. Dan has sent many emails to Danny regarding the return of the library computer with no response. On Friday Danny came into the library and he still did not answer the questions. When accusations came up at the exit interview, the board should have had a meeting with Danny. The board should have voted about the computer and been given a complete account of the accusations. We would still have sent the computer out for review but we would have also had all information about the complaint. Dan mentioned that Danny wants to interview the staff, the board agreed that won't happen. When Nancy spoke with Danny he mentioned that Christine just gave him a CD of screen shots. Christine also admitted to coming in after Dan's shifts and checking his computer history, for which she had no authority. Danny is writing up a response to Christine and letting her know that nothing was found and if she has any additional issues she should talk to the lawyer. We need to make it clear to Danny that it is our responsibility to know the complaint and if there is anything further to discuss about the library it will be handled by the Board of Trustees. It was suggested we have a Board Meeting with Danny Goonan to discuss our independence as Library Board and how we work with the Town Administrator.
- Staff Interviews: Dan posted the position last Tuesday and he received 23 applications. Dan put a hold on it until we can review the ones we have received. He has 12 maybe's and 6 for us to review. We need to replace Dan's open position as a Staff Member, we need staffing for every other Saturday as well as some hours on Tuesday. Dan will do a phone interview for the 6 and set up interviews with the Board. Suggestions on availability for evening interviews were reviewed.
- Dan asked about the policy regarding the Board reading employee files. The Board is allowed to request to review staff files.
- Dan has created a Page job description, Nancy asked him to put it in the format of the Town's job descriptions and we will review next month.

Friends of the library

- Discussed the plant Sale, next time they would like to do herb gardens for Mother's day. They do not have the final number yet.
- They started a rotation for picking up the plastic bags and bringing them to Shaws.
- Nancy has picked up the scale to weight the bags before dropping them off. She will leave it at the library.

Old Business:

- We are still waiting on the laminator
- The Ribbon cutting for the Story Trail was well attended. We had approx. 80 people .

New Business:

- Discussion about quorum on emails. Cindy was at a training that suggested all Trustees should have a Library email for Trustee Business. In addition, we can send emails to everyone, however we cannot reply all. A reply to all would make it a meeting and it's not posted. You can only reply to the person who originally sent the email.
- Substitute positions, there is no new job description and no additional cost as the substitutes would be filling in for scheduled hours. Dan would like to hire and train them together.
- Bonus Proposal – Nancy talked to Danny & Patty about this.
- Dan to look into getting a credit card for the library. The Town has a credit card so perhaps the library can get one off their account. Nancy to ask Danny Goonan. Discussion about how that would work, who would use it, etc.
- Schedule holes in the employee hours, Nancy and Cindy to help next week.
- Facility updates: Gutters are done and look great. The compressor is all cleaned up. The old compression can be moved when we have the money to get it done. Dan to create list of repairs that need to be done. Dan to call to have the rugs cleaned. Nancy received an estimate for painting from Gary Provost, Entire Building touch up \$1050, front deck \$1400. Still need the sill replaced on the children's room, Dan to call around. The shed door also needs some repair.

Any Other Business:

- NA

Action Items:

- Liz to amend the Meeting Space Policy to add a line for people to sign and put on agenda for next month.
- Liz to add to July agenda Page job description
- Liz to add to July agenda discussion about co-op between Candia and Auburn.
- Add to June agenda: Write up bonus proposal for the Joint Board to vote on, someone to do research

Motion to adjourn the meeting made by Marilyn Cavanagh/Liz Michaud 2nd. All in favor.

The next board meeting will be held July 11 at 7pm.

Meeting adjourned at 9:17 pm
Liz Michaud Secretary