*Griffin Free Public Library*

**Where Auburn Comes Together**

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

*Board of Trustees Meeting*

*Sept 13, 2021 at 7pm*

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

Nancy Mayland called the meeting to order at 6:58 pm

Correspondence:

* NA

Review Previous Meeting Minutes:

* Reviewed the minutes of the August Trustee Meeting.
* Motion to approve the minutes made by Marilyn Cavanaugh/Liz Michaud 2nd. All in favor. Motion passed.

Treasurer’s Report:

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

Directors Report:

* Reviewed and discussed the Directors Report for August.
* Reviewed Year to Date Budget, overall we are doing well for the year.
* BOS did not approve the HEPA Air Purifiers for the Library. Reviewing the available 2021 budget the Board discussed using some of this money to purchase the HEPA Air Purifiers to help clean the air when we are unable to open windows during the cold months.
* Motion to purchase the HEPA Air Purifiers from the maintenance line made by Nancy Mayland/ Marilyn Cavanaugh 2nd. All in favor.
* The Library Survey was available at the Duck Race: One person used the Kiosk, some folks used the QR code, and it is now available on line through our web site. Hard copies will also be available at the Library and Town Hall. Kathy will run it for a few weeks and then review.
* Kathy mentioned the “First Amendment Audits” happening in NE. Kathy has discussed this with the staff and will review our patron policy at the staff meeting.
* Statistics look good. In person patron count is still low, some patrons still doing porch pick-up and we aren’t doing in person programming. A discussion was held about counting emails.

Friends of the library

* The Friends did well at Duck Race.
* Kathy is working on a new brochure for the Friends.
* The Friends are planning on doing Santa’s Breakfast however the cafeteria at AVS may not be available.

Old Business:

* Review of Duck Race. The staff loved being outside and being part of the event, everyone participated and interacted with people. They renewed a lot of cards, talked about the library, and encourage patrons to fill out the survey. They want to do it this way every year. The historical people were in the building and that worked well too.

New Business:

* Staff evaluations:
* Motion to approve the increase for Mary Hrubric based on satisfactory review and award her a step increase from a labor grade 5, step 12 to labor grade 5, step 13, amount is an increase from 20.54 to 20.95.
	+ Motion to accept the above by Liz Michaud/Marilyn Cavanaugh 2nd. All in favor
* Motion to approve the increase for Dan Szczesny based on satisfactory review and award him a step increase from a labor grade 5, step 6 to labor grade 5, step 7, amount is an increase from $18.24 to 18.60
	+ Motion to accept the above by Nancy Mayland/Marilyn Cavanaugh 2nd. All in favor
* Motion to approve the increase for Hope Garner based on satisfactory review and award her a step increase from a labor grade 5, step 11 to labor grade 5, step 12 amount is an increase from $20.14 to 20.54
	+ Motion to accept the above by Nancy Mayland/Liz Michaud 2nd. All in favor
* Discussion of “In Person programming”. Many of our clubs have asked about in-person programming and we thought we could start in September, however there is concern about social distancing in our small space. We have decided not to schedule in-person programming at this point but will review again next month.

Any Other Business:

* NA

Action Items:

* NA

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

The next board meeting will be held Monday October 11th at 7pm.

Meeting adjourned at 8:50pm

Liz Michaud

Secretary