*Griffin Free Public Library*

**Where Auburn Comes Together**

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

*Board of Trustees Meeting*

*January 24, 2022 at 7pm*

**Present**: Nancy Mayland, Chair, Marilyn Cavanaugh, Treasurer

Liz Michaud, Secretary; Kathy Growney, Library Director; Cindy Berling, Alternate Trustee, Hope Garner, Staff; Chris Chickering, Staff.

Nancy Mayland called the meeting to order at 7:00 pm

Strategic Plan Review:

Kathy handed out a copy of the Strategic Plan for the board to review:

* We need to schedule a follow-up meeting with the BOS to review the Library Consultants report and get their feedback. Nancy to schedule this meeting while Kathy is still available.
* The Board to work on our “elevator pitch”.
* Discussion of the next step. The next step would be to hire an architect to build a visual mockup working off of the Library Consultants report. The report is made to help an architect draw out a concept sketch. Floor plans come later once a budget has been set.
* The Board has visited some other libraries for ideas, but that has been on pause due to COVID. We will visit more in the spring / summertime frame.
* The Town CIP plan for 2022 has budgeted to hire an architect.
* The survey was done. Kathy is working on a summary of the responses and will send it to the Board. Kathy suggested that Sept may not have been the best time to do a survey and suggested we do it again but in June to reach more people.
* Discussion of holding focus groups, perhaps late summer or in the fall, with Primex. Nancy to ask Bill Herman to set that up.
* A suggestion was made to also set up smaller focus groups at the library. Offering them at different times such as Wednesday night, Saturday, during the weekday. Perhaps six different meetings scheduled by the library director with a total of 8-10 ppl to discuss peoples wants and needs. This might attract a different group of people that do not attend the Primex meetings.
* Explore relevant grants: Kathy did research but we don’t qualify for federal grants for rural communities. There are other grants that we can look into once we get farther down the road and are looking at funds for things other than the building.
* It was suggested to make the square available to the library staff for fines and donations made by patrons at the library. Policies will need to be written or amended. This should be discussed again when a new Director is hired.
* Goal #3: If we would like to continue Goal #3, we would need to find a new champion. The challenge is that we don’t really have the resources or the need for volunteers except at fundraisers. We could find a new lead to help the library build connections with people who can assist and volunteer.
* Goal 4: Hope is working on this goal and has found lots of ideas and suggestions for library advocacy and marketing, such as mail chimp for emails and newsletters. There are lots of things that could be done, and this is where we could use volunteers. There are many different ways to reach people based on their preferences for receiving information. This is something we need to find out during the focus groups too.
* Goal 5: Work with other organizations: This is complete but also an ongoing activity. The groundwork has been laid but need to continue
* One open item is to send a letter out to local business offering library cards to all employees who work in town.

Any new suggestions:

* Hope handed out the CIP information and offered the information that the BOS is on board with the library expansion.
* Hope asked about staffing for the time while we are without a director. Nancy said the Board needs to have a meeting with Kathy about the transition. We need to review staffing gaps and how we are going to coverage. Meeting scheduled for Monday Jan 31st 7pm.

Any Other Business:

* Idea to put together short pamphlet on the Griffin Library to hand out to the prospective directors.
* Cindy mentioned she can send a link to a Real Estate site for the State that lists information about Auburn.

Action Items:

* Nancy to schedule a meeting with the BOS to review the Library Consultants report.
* Nancy to talk to Bill Herman about setting up focus groups with Primex later this year.
* Liz to pull together information from the last director search and send to the board.

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

The next meeting will be held Monday January 31st at 7pm.

Meeting adjourned at 8:41 pm

Liz Michaud Secretary