

Griffin Free Public Library
Board of Trustees Meeting
April 11, 2016

Present: Nancy Mayland, Chair; Jeanni Worster, Treasurer
Liz Michaud, Secretary; Sharon Bluhm, Alternate, Joe Forest, Alternate
Kathy Growney, Library Director:

Nancy Mayland called the meeting to order at 7:09PM

Opportunity for the public to speak

- No public was in attendance

Review previous minutes

- The minutes of the March meeting were reviewed and corrected.
- Motion to approve as amended was made by Liz Michaud/ Nancy Mayland 2nd. All in favor

Correspondence:

- No Correspondence was received

Treasurer's Report:

- Report reviewed and attached.
- Motion to accept the report and place it on file subject to audit was made by Nancy Mayland/ Liz Michaud 2nd. All in favor.

Director's Report - see attached:

- Report reviewed and attached.
- Discussion was held about Ancestry.com Library Edition. This edition is limited so that no one person can save their own family tree, and you cannot collaborate or access the learning center. It does give you all the other features and personal information can be printed or downloaded, and is fully researchable. A request to purchase will be presented to the Friends.

Friends of the Library:

- The Friends have renewed the Museum passes to The Fells and The Currier.
- The Friends have generously agreed to purchase an Orion Telescope for the Library.
- Motion to accept the Telescope was made by Liz Michaud/ Nancy Mayland 2nd. All in favor.

Old Business:

- Auburn Kick Off to Summer Town Event – We will have a table, but need to find volunteers once we know the hours of the event.
- The Museum Loan Policy and Form were reviewed, Nancy suggested a few changes. Motion to approve the Policy and Form as amended was made by Liz Michaud/Jeanni Worster 2nd. All in favor.
- The NHTLA Conference was discussed and sessions were selected. Jeanni Worster to send in the registrations.
- Regional Trustee Workshop – to be discussed next month
- Deerfield Fair Ticket sales – Nancy still reaching out to the fair office.
- Discussion was held about After Hours Meetings. The current policy was reviewed and accepted. Jeanni confirmed with Adele that we do not have payroll available for staff to work after hours events. Kathy will work with Adele and track the need for extra hours this year to see if we should add some into our 2017 budget
- Alarm Pendants have been repaired and are in place.
- Kindle Fire has been purchased
- After researching, it was determined that the Library's legal name is The Griffin Free Public Library.
- The Town has received the permit to proceed with the Library Parking Lot Expansion. We will need to schedule around the roof repairs and the book sale.

New Business:

- Nancy Mayland made a motion to elect the board officers as proposed: Nancy Mayland for Chairperson, Jeanni Worster for Treasurer, Liz Michaud for Secretary/ Jeanni Worster 2nd. All in favor.
- Kathy reviewed the Circulation Policy. When changes are made later this year she will bring to the board for approval.
- The Policy List was reviewed to determine if other policies are due for review and it was determined that we should review our "Strategic Plan" next month.
- We have one proposal for the new roof and Nancy Mayland will talk to Bill Herman about putting the project out for bids.
- We have a proposal for the Chimney Repairs and need to determine if this work should be done before or after the new roof.
- We have a quote for the basement window repairs and Kathy will schedule the work to be done soon.
- The Board met with the Joint Personnel Board to discuss some housekeeping issues and a new policy should be distributed in the near future.
- Nancy Mayland made a motion to give Kathy approval to sign Library Program Contracts/ Jeanni Worster 2nd. All in favor.

- Once we know the time line for the new roof and chimney repairs we will be able to schedule moving the Trustee Shed.
- Protecting Patron Privacy Workshop: Kathy and Joe to attend
- New Trustee Workshop: Joe to attend

Other Business:

- Nancy Mayland has donated a new Tablet Computer to the Library.
- Motion to accept the Tablet made by Liz Michaud/ Jeanni Worster 2nd. All in favor.

Motion to adjourn was made by Nancy Mayland/ Liz Michaud 2nd, all in favor
Meeting was adjourned at 9:12pm

Action Items:

- Joe and Sharon need to be sworn in at Town Hall
- Kathy to email Fay to add Ancestry.com to the next Friends Mtg Agenda
- Nancy to present the request to purchase Ancestry.com at the next Friends Mtg
- Kathy to update the Trustee Wish List and give it to the Friends Group.
- Kathy to work with the Staff to create Posters for events.
- Nancy & Kathy to edit and update the Wikipedia article regarding Carl Forsaith
- Liz to send Thank you to the Friends for the Telescope
- Liz to send Thank you to Dan Tatum for his help with the Parking Lot Project
- Jeanni to register/renew our new NHLTA memberships and register us all for the Conference in May.
- Nancy to speak with Bill Herman about putting the New Roof and the Chimney repairs out for bid.
- Kathy to schedule our handyman to repair the basement windows.

Liz Michaud
Secretary