

Griffin Free Public Library
Board of Trustees Meeting
June 13, 2016

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

Nancy Mayland called the meeting to order at 7:04pm

Opportunity for the public to speak

- No public was in attendance

Review previous minutes

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

Correspondence:

- No Correspondence was received
- Sent: Thank you notes to Donors in memory of Vera Hujar.

Treasurer's Report:

- Report reviewed and attached.
- Discussion was held advising Kathy Grownney about the available funds in the misc accounts (unrestricted & fines). The Director has approval to use these funds for lending materials as needed and will advise the Treasurer on a monthly basis. The Director also has approval to use funds in the Gift Account for programs that are above and beyond the program line in the budget.
- 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.
- Review of the NH RSA Chapter 201-D11 advises us that we must request patrons to show their Library Cards when borrowing items to insure their confidentiality. The staff will begin communicating and administrating this change in policy.

Friends of the Library:

- The Friends have donated a six month subscription to AncestryLibrary.com.
- The Friends has renewed our pass to the Currier Museum.
- The photo contest for September was discussed and prizes were decided.
- Donations for the Duck Race/Pick a Duck were discussed.

Old Business:

- Donations to the library
 - Motion to accept the donations made in memory of Very Hujar made by Nancy Mayland/Jeanni Worster 2nd. All in favor
 - Motion to accept the donations for the Summer Reading Program made by Liz Michaud/Nancy Mayland 2nd. All in favor
 - Motion to accept the State of NH Grant for the Summer Reading Program made by Liz Michaud/Nancy Mayland 2nd. All in favor
 - Motion to use funds from the Gift Account to cover costs for the Authors Fair made by Nancy Mayland/Jeanni Worster 2nd. All in favor
 - Motion to accept the NH Humanity Council Grant for the program “Night of Music with Two Old Friends” made by Jeanni Worster/Nancy Mayland 2nd. All in Favor.
- The Open House went very well, everyone agreed that the format was good. Options discussed for next year included having it on Saturday after our regular hours, and making it 3hrs instead of 4hrs. It was also suggested that we have something to interest families with children.
- Auburn Kick Off to Summer Town Event Recap had some challenges.
- Plans for the July Book Sale are going well. Volunteers are scheduled, PR will be done by Kathy & Dan, and Book Resellers have been contacted. Nancy is getting new numbers for the sign, and Kathy will check the shed to make sure we have enough plastic bags for Sunday (need approx. 200).
- The Maintenance /Repairs List was reviewed and updated, this will be a living document.
- The bids for the Roof Repairs were reviewed. Jeanni Worster will put together a list of questions for the Board of Selectman, Nancy Mayland and Liz Michaud will attend the BOS meeting.
- No changes were made to the Wish List for the Friends, but we may want to move one or two items into the budget for FY17.
- A review of the Library Strategic Plan – tabled for next month.
- Vintage Books/Special Collection – discussion postponed until next month.

New Business:

- NHLTA Conference “Lessons Learned” discussion postponed until next month.
- Discussion was held about upgrading the library computers to Windows 10 and a decision was made to hold off until new computers are purchased.
- The Town Capital Improvement Plan will be updated once a year, we should plan on submitting a plan for the circulation desk. This will give us time before the April 2017 submission date to do research and put together a design request.

Other Business:

- Kathy asked about prizes for the Summer Reading Program. She will contact Bill Herman and the Friends Group about donations.

Motion to adjourn was made by Liz Michaud/Nancy Mayland 2nd, all in favor

Meeting was adjourned at 9:38 pm

Action Items:

- Liz to send a Thank You not to Vera Hujar's Family for donations received by the public.
- Liz to update the Repair List
- Liz to send Thank you note to the Friends of Acadia for the book donation
- Liz to send Thank you to the Friends for donating Ancestrylibrary.com
- Kathy to ask the Friends Group about Amazonsmile, would they register and activate the charitable program?
- Nancy to Email Lucy about a painting schedule and give her a deadline.
- Nancy to get new numbers for the Book Sale Sign
- Kathy to check the shed for plastic bags for the Book Sale
- General action needed: Schedule time to research our older books and decide if they should be part of a special collection.

Liz Michaud
Secretary