

Griffin Free Public Library
Board of Trustees Meeting
September 12, 2016

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

Absent:

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 July meeting were reviewed.
- Motion to approve with amendments (typo corrected) was made by Liz Michaud/ Jeanni Worster 2nd. All in favor

Correspondence:

- No Correspondence was received
 - Email between Joe & Scout Leaders scheduling help to empty the shed for the move.
 - Discussion was held about what emails should be mentioned at the meeting as correspondence.
 - If the correspondence contains something legal or a commitment on our part we will keep a copy on file.

Treasurer's Report:

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

Director's Report - see attached:

- Report reviewed and attached.
- Not necessary for us to get the catalog software discussed last month, the current software we use is sufficient and the state can help us load any one-offs/exceptions.
- MakerPlay Toy – cool toys that libraries can borrow from the state to support STEM students. Kathy will try to borrow the 3D printer, and gauge patron interest. She would schedule weekly meetings to explain the technology and give hands on demonstrations. If a lot of interest, a request to purchase one could go on the Friend's wish list.
- Employee Annual Raises:
 - Motion to approve the increase for Mary Hrubiec based on satisfactory review and award her a step increase from a labor grade 5, step 7 to labor grade 5, step 8. Motion by Nancy Mayland/ Jeanni Worster 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 6 to labor grade 5, step 7. Motion by Nancy Mayland/ Jeanni Worster 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 1 to labor grade 5, step 2. Motion by Nancy Mayland/ Jeanni Worster 2nd. All in favor
- Motion to approve the increase for Chris Chickering based on satisfactory review and award her a step increase from a labor grade 5, step 1 to labor grade 5, step 2. Motion by Nancy Mayland/ Jeanni Worster 2nd. All in favor
- Duck Race – OK to have double doors open with only one person at the circulation desk
 - The Friends will have table just outside the double doors and will be able to help inside the library if needed.

Friends of the Library:

- The Friends are getting ready for Duck Race, lots of donations
- They are working on a design for the Scarecrows
- Friends Wish List: reviewed and amended

Old Business:

- Review Maintenance/Repairs List, nothing added but items were updated
- A meeting to review of the Library Strategic Plan to be scheduled later this year.
- Vintage Books/Special Collection – discussion postponed.

New Business:

- Parking Lot Expansion: The shed has been emptied and moved; backfill and parking lot should be complete by next Saturday.
- Motion to add a LED Motion Detector light to the exterior of the left shed made by Liz Michaud/Nancy Mayland 2nd. All in favor
- Motion to remove the two trees out of necessity made by Liz Michaud/Nancy Mayland 2nd. All in favor
- Discussion was held about the Auburn NH Town Operation Study. Provided the person doing the study is a librarian, we are interested in having this done. Nancy will discuss with Bill Herman about potentially doing the study.
- Yearly Budget: budget meeting scheduled for 9/23 at 7pm
- Director review scheduled for Nov 21st
- Strategic Discussion to be tabled

Other Business:

- NELA Conference: Board agrees to pay for and cost share with employee. Registration \$200 , hotel 2 nights \$400, mileage , food 100% paid Oct 16 - 18
- CHILIS – Kathy and Mary – conference and mileage – 100% paid

Motion to adjourn was made by Liz Michaud/Nancy Mayland 2nd. All in favor
Meeting was adjourned at 9:58pm

Liz Michaud
Secretary