

Griffin Free Public Library
Board of Trustees Meeting
March 13, 2017

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

Absent: Jeanni Worster, Alternate

Nancy Mayland called the meeting to order at 6.35pm

Opportunity for the public to speak

- No public was in attendance

Review previous minutes

- Reviewed the minutes of the February meeting.
- Motion to approve made by Liz Michaud/ Joe Forest 2nd. All in favor

Correspondence:

- A thank you note was sent to Kathy & Walt for shoveling the walkway
- A thank you note was sent to Chris Chickering for shoveling the walkway

Treasurer's Report:

- Report reviewed and attached.
- The transition from Jeanni to Joe is going well
- We discussed the gift account funds
- Motion to accept the report and place it on file subject to audit was made by Liz Michaud/ Nancy Mayland 2nd. All in favor.

Director's Report:

- Report reviewed.
- Thank you to the staff for covering while Kathy was unexpectedly out of the office.
- Patron Don Groce did a temporary repair to the children's room door to reduce the draft.
- Programming is going well, and there is a lot planned for the upcoming months.
- Stats were reviewed

Friends of the Library:

- The Friends purchased a pass to the McAuliffe Planetarium and renewed our subscription to Ancestry.com
- They will continue to donate to our coffee fund and provide cups.
- Two new people joined the Friends group
- Marie is checking on a pass for the Woodman Museum.
- The theme for the Photo Contest to take place at Duck Race to be decided next month.

Old Business:

- Reviewed the Maintenance/Repairs List, items updated.
- Kathy will finish the ad for the Saturday Position and get it posted
- Nancy spoke to Bill Herman about the minor alterations we made to the General Job Description. He said we can go use it to hire our new position and the Joint Board will vote on it at the next meeting.
- A motion to amend the Library Assistant Job Description to include the phrase “nights and weekends” was made by Nancy Mayland/ Joe Forest 2nd. All in favor.

New Business:

- Reviewed the Policy for Board of Trustee Meetings. Nancy to check the RSAs for rules about posting the agenda, and we will review this again next month.
- April Open House – we will not do one in April this year. Instead, we will have the Library Open House during the Duck Race. In addition, Dan is planning an Author Fair for the Adult Summer program. Kathy is also working on a YA Summer Reading program for high schoolers. The children’s program to be scheduled with an opening and closing performance.

Action Items:

- Liz to send a thank you note to Don Groce.
- Joe to move the money in Periodicals to the Training Line
- Kathy to post the Ad for the Saturday Position
- Nancy to check the RSA about posting BOT Agendas
- Kathy to check with Fay about history of children’s summer reading program

Motion to adjourn made by Liz Michaud/ Joe Forest 2nd. All in favor

Meeting adjourned at 8:04pm

Liz Michaud
Secretary