

*Griffin Free Public Library
Board of Trustees Meeting
July 10, 2017*

Present: Nancy Mayland, Chair; Joe Forest, Treasurer; Liz Michaud, Secretary;
Sharon Bluhm, Alternate; Jeanni Worster, Alternate; Kathy Gowney, Library Director;
Fay Hanscomb, Book Sale Chairman

Nancy Mayland called the meeting to order at 6.37pm

Opportunity for the public to speak

- No public was in attendance

Review previous minutes

- Reviewed the minutes of the June 12 Board of Trustee meeting.
- Motion to approve the minutes made by Joe Forest/ Liz Michaud 2nd. All in favor
- Reviewed the minutes of the June 19 Board of Trustee meeting.
- Motion to approve the minutes made by Liz Michaud/ Joe Forest 2nd. All in favor

Correspondence:

- Thank you cards sent to The Friends Group for the copier donation
- Kathy sent Thank you cards to local businesses who donated to the Summer Reading Program

Treasurer's Report:

- Report reviewed and attached.
- The Town has adjusted the quarterly payments to our new Financial Agreement.
- Motion to accept the report and place it on file subject to audit was made by Nancy Mayland/ Joe Forest 2nd. All in favor.

Director's Report:

- Report reviewed.
- Kathy recommended that we begin the process of changing our website over from .com to .org as this is the norm for public libraries and will help with fundraising and interacting with other establishments. The board agreed and Kathy will get this accomplished.
- The following donations were made to the summer reading program by local businesses:
 - Cowabunga – four free passes
 - Canobie Lake Park – two free passes
- Motion to accept the donations for the summer reading program made by Liz Michaud/ Joe Forest 2nd. All in Favor.
- The Friends donated a snap circuit for use in our Summer Reading Program. Motion to accept this donation made by Nancy Mayland/Joe Forest 2nd. All in favor.

Annual Library Book Sale:

- Fay Hanscomb joined the meeting to discuss plans for the 2017 Book Sale.
- Book donations are going well and we are on target to collect more items than last year.
- Reviewed the To Do Lists and everything is on track.
- Load in will be slightly different this year due to activity in the AVS Gym:
 - Thursday July 27th we will only move and group books from 6-8pm
 - Friday July 28th we will sort from 4-8pm
- Actions:
 - Will need everyone to bring in card tables
 - Will need people to bring hand trucks
 - Joe to get cash change – talk to Jeanni
 - Nancy to get gift cert
 - Volunteers: Fay to send out mass email, Kathy has sign-up sheet at desk

Friends of the Library:

- The Friends Cookbook Fundraiser was edited and submitted for printing.

Old Business:

- Reviewed the Maintenance/Repairs List, items added and updated.
- Reviewed and made changes to the Crier Ad for a Library Alternate Trustee

New Business:

- Discussion about purchasing an inexpensive Windows laptop for use by the Treasurer. We need to look into requirements for Quicken.

Action Items:

- Kathy to send a thank you notes to businesses who have donated to the Summer Reading Program.
- Liz to send thank you to the Friends Group for the donation of the snap circuit toy
- Kathy to send Liz contact information for Jamie to update the contact list
- Liz to include the treasurers report with the meeting minutes to Town Hall
- Liz to update & submit a Crier ad to recruit a Board of Trustee Alternate
- Joe & Liz to look at requirements for Quicken to determine laptop options for the treasurer
- Joe to get a new generic email address for the treasurer.
- Kathy to pursue .org web domain

Motion to adjourn made by Liz Michaud/ Nancy Mayland 2nd. All in favor
Meeting adjourned at 8:43pm

Liz Michaud
Secretary