

*Griffin Free Public Library
Board of Trustees Meeting
Oct 9, 2017*

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

Nancy Mayland called the meeting to order at 6.32pm

Opportunity for the public to speak

- Brenda Beer and MB Lufkin attended in reference to the open Alternate Trustee Position

Review previous minutes

- Reviewed the minutes of the September Board of Trustee meeting.
- Motion to approve the minutes made by Liz Michaud/ Nancy Mayland 2nd. All in favor

Correspondence:

- Sent Thank You cards to all folks who donated in memory of Carl Mayland

Treasurers Report:

- July, Aug & Sept Report reviewed
- Reviewed adjustments for Eversource reimbursement and sale of copier.
- Motion to approve the July report made by Liz Michaud/ Nancy Mayland 2nd. All in favor
- Reviewed adjustments changes in the gift account.
- Motion to approve the Aug report made by Liz Michaud/ Nancy Mayland 2nd. All in favor
- Joe recommends we change the name of the “Fines” account to “Additional Funds” per RSA 202-A:11-a.
- Motion to approve the Sept report made by Liz Michaud/ Nancy Mayland 2nd. All in favor
- Confirmed Treasurer Laptop to be paid out of the gift account

Directors Report:

- Report reviewed.
- Pat Clement is bringing books to the senior group. Kathy will use funds from the Homebound Grant to purchase more large print books, and will let Joe know what charges are for these funds.
- Kathy got a quote for a firewall, it’s needed as security to separate the public from the library network. There will be a monthly fee and this needs to be added to our budget for 2018. Kathy to find out how much of the quote is hardware and how much is the monthly subscription. She’ll check with Bill Herman to find out about Town Halls Firewall and if he has any suggestions.
- Need to purchase B&W Printer to replace the patron one that died.
- Reviewed Statistics, they look very good. Auburn Day definitely helped increase stats.

Friends of the Library:

- Auburn Day went very well and did very well at all the tables.
- Currently they are doing a raffle for the Quilt, a Dremel Tool and a gift basket.

Old Business:

- Reviewed the Maintenance/Repairs List – no updates
- The Library Chairs are on order
- The Treasurer Laptop has arrived and is being configured.
- Strategic Meeting to be scheduled after Budget Season
- Stuffed Birds – Liz to make one more call to see if we can find someone to adopt them

New Business:

- Nancy shared an article from the NHLTA about a policy regarding Trustee's reading personnel files. We may want to write our own policy based on this recommendation.
- Nancy mentioned a Library Trustee Group Meeting in Epsom Oct 25th 7pm, some of the board will be able to attend.
- A discussion was held about Alternates, NHLTA, and RSAs with the two guests.

Action Items:

- Liz to send thank you cards for additional Donations for Carl Mayland
- Liz to call about the Stuffed Birds
- Liz to add to agenda for next month – "Trustee Access to Personnel Files"

Motion to adjourn made by Joe Forest/ Nancy Mayland 2nd. All in favor
Meeting adjourned at 7:53pm

Liz Michaud
Secretary