

*Griffin Free Public Library
Board of Trustees Meeting
Nov 13, 2017*

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

Absent: Sharon Bluhm, Alternate

Nancy Mayland called the meeting to order at 6.36pm

Opportunity for the public to speak

- No one in attendance

Review previous minutes

- Reviewed the minutes of the October Board of Trustee meeting.
- Motion to approve the minutes made by Joe Forest/ Nancy Mayland 2nd. All in favor

Correspondence:

- No Correspondence

Treasurers Report:

- Report reviewed and attached.
- A discussion was held about the definition of “encumbered funds” to insure we are using our funds appropriately.
- Motion to accept the report and place it on file subject to audit was made by Nancy Mayland/Liz Michaud 2nd. All in favor.

Directors Report:

- Report reviewed.
- We are now registered as a .org in addition to our .com.
- Annual Staff Reviews are almost done
- Motion to enter non-public session pursuant to the provisions of RSA 91-A:3 III made by Liz Michaud/ Joe Forest 2nd. All in favor
- Motion to exit non-public session made by Nancy Mayland / Joe Forest 2nd. All in favor
- Motion made to seal the non-public session made by Joe Forest/Nancy Mayland 2nd. All in favor

- 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 8 to labor grade 5, step 9. Motion by Nancy Mayland/ Joe Forest 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 7 to labor grade 5, step .8 Motion by Nancy Mayland/ Joe Forest 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 2 to labor grade 5, step 3. Motion by Nancy Mayland/ Joe Forest 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 2 to labor grade 5, step 3. Motion by Nancy Mayland/ Joe Forest 2nd. All in favor
- A discussion was held about the holiday schedule. The library will be closed for Christmas on December 23rd and 26th, and for New Year's on December 30th and January 2nd.
- Motion made to change the verbiage for the holiday policy in the personnel policy to the holiday policy made by Nancy Mayland/ Liz Michaud 2nd. All in favor.
- Liz to send the change in verbiage to Nancy who will submit it to Bill Herman for review by the Joint Personnel Meeting this month.
- Stats continue to go up and July continues to be our spike in the year.

Friends of the Library:

- Trunk or Treat went well and was fun
- The friends renewed the subscription to Ancestry.com for 2018
- They purchased a button maker for marketing
- The Santa breakfast is planned and scheduled for Dec 9th

Old Business:

- Reviewed the Maintenance/Repairs List – updated but no new items
- Alternate Trustee update – no new news
- The Library Chairs are on order and have shipped but no eta yet
- Treasurers Computer, we are getting Microsoft Office subscription and Quicken 2016
- Strategic Meeting to be scheduled after Budget Season – schedule it at the January Mtg.
- The Budget meeting is scheduled this Thursday, November 16th.
- Stuffed Birds – We have not found anyone for donation, but it does appear that people collect them. Perhaps we should post them on Craigs List or Ebay. Joe has friend who may be interested. If not we will look at them in the spring and post.

New Business:

- Kathy to order new monitor for the public Computer
- Meeting to put together Kathy's review is scheduled on Nov 29th
- Next Trustee Mtg will be on Dec 11th and at 6pm so we will have time to give Kathy her Review after the public meeting.

Action Items:

- Kathy to check the Recall on fire extinguishers to make sure ours aren't on the list
- Need to update the policy for holidays – Liz to send the updated verbiage to Nancy so she can get it to Bill for the Joint Personnel Meeting Nov 28th
- In January/February, the board should set the holidays for the entire year
- Matt Krohn converted our email from .com to .org – Liz to send thank you card (Kathy to give me address)
- Liz to send Nancy the form for Kathy's review

Motion to adjourn made by Nancy Mayland/Liz Michaud 2nd. All in favor
Meeting adjourned at 8:18pm

Liz Michaud
Secretary