

*Griffin Free Public Library
Board of Trustees Meeting
Dec 11, 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 6:05pm

Joe Forest will arrive later, so Jeanni temporarily elevated to Trustee

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 Liz Michaud/ Nancy Mayland 2nd. All in favor

Correspondence

- No correspondence.
 - Need to send two Thank You cards: one each to Matt & Suzanne Krohn

Joe Forest arrived at 6:20 and Jeanni reverted to Alternate.

Treasurers Report:

- Report reviewed and attached.
- Reviewed the Gift Account too.
- Motion to accept the report and place it on file subject to audit was made by Nancy Mayland/Liz Michaud 2nd. All in favor.

Motion to enter non-public session pursuant to the provisions of RSA 91-A:3 III made by made by Liz Michaud/ Nancy Mayland 2nd. All in favor.

Motion to exit non-public session made by Joe Forest/Liz Michaud 2nd. All in favor.

Motion to seal the nonpublic session made by Joe Forest/ Nancy Mayland 2nd. All in favor.

Directors Report:

- Report reviewed.
- The Town has offered to buy Griffin Free Public Library polo shirts for the staff. Kathy is getting price quotes to compare logo options. Shirts will be free for staff, and trustees can purchase one if they like.
- Annual Staff Reviews are almost done.
- Since we are now listed as .org Amazon has approved the friends group for the Amazon Smiles program. Kathy will let us know when it is up and running.

Friends of the Library:

- Santa Breakfast went very well, and this year we have a true count of adults and kids. The Raffles went well too, so overall the event was very successful.
- Unfortunately, the Friends Treasurer moved out of town and they need someone to replace him.

Old Business:

- Reviewed the Maintenance/Repairs List – updated but no new items.
- Alternate Trustee update – no update.
- The budget meeting went well and we are approved to purchase children shelving this year.
- Personnel file policy for Trustees: reviewed and Liz motioned to accept new policy/Joe seconded all in favor.

New Business:

- Book Marks; Mrs Carpenter is going to give us a new print and Jeanni will get it framed
- Staff appreciation Gifts: Motion to give gift cards to the staff made by Liz Michaud/Joe Forest 2nd. All in favor. Nancy volunteered to pick them up.
- The Library received a \$50 Barnes & Noble Gift Card from Lawrence and Carol Senftleben to use to purchase books. Liz to send a thank you card.
- The Auburn Historical Society would like to give a long-term loan of diaries to the library, to complement the ones already owned by the library. We would like to accept the loan once the appropriate form is signed (we will offer our loan form to be copied). We will find a secure location to display all the diaries together.
- The Board of Trustees signed the Town of Auburn Personnel Policy Document, and it will be returned to Town Hall.

Motion to enter non-public session pursuant to the provisions of RSA 91-A:3 III made by 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 to seal the minutes of the nonpublic session made by Joe Forest/ Nancy Mayland 2nd. All in favor.

Motion to approve the increase for Kathy Growney from a labor grade 16, step 3 to labor grade 16, step 4 made by Nancy Mayland/ Joe Forest 2nd. All in favor.

Motion to extend Kathy Growney's contract for three years made by Joe Forest/Liz Michaud 2nd. All in favor.

Action Items:

- Matt Krohn converted our email from .com to .org – Liz to send thank you card (Kathy to give me address).
- Suzanne Krohn has done a lot of volunteer work for the Library this year. Liz to send thank you card.
- Nancy to pick up the gift cards for the staff.
- Kathy to call MB & Suzanne about the Alternate Trustee position.
- Kathy will check on the cost of colored logos for the polo shirts.

Motion to adjourn made by Liz Michaud/Joe Forest 2nd. All in favor
Meeting adjourned at 8:09pm

Liz Michaud
Secretary