

*Griffin Free Public Library
Board of Trustees Meeting
January 20, 2019*

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

Absent: Sharon Bluhm, Alternate;

Nancy Mayland started the meeting started at 6:36pm

Opportunity for the public to speak

- N/A

Review Previous Meeting Minutes:

- Reviewed the minutes of the December Board of Trustee Meeting.
- Motion to approve the minutes made by Liz Michaud/Nancy Mayland 2nd. All in favor.
- Reviewed Action Items – all completed.

Correspondence:

- No correspondence

Treasurers Report:

- Reviewed the Treasurers Report for December.
- Money for the shelving that has not been delivered has been encumbered.
- Motion to accept the report and place it on file subject to audit made by Liz Michaud/Nancy Mayland 2nd. All in favor.

Directors Report:

- Report reviewed and discussed.
- Discussion about the shelving that hasn't been delivered – the original supplier closed, and there is a new supplier, but they have not been able to fulfill many of the backorders yet. Current ETA is late January.
- We are getting many more book donations than last year, and we may run out of room in the sheds. Nancy to price renting a trailer for temporary storage.
- The AVS Gym will not be available this year for the book sale, we will need to discuss optional locations next month. We need to contact the church by Myles to see if they have space and availability and look at the Safety Complex.
- We received a few donations of money this month.
- Statistics looks good and most continue to rise.

Friends of the Library:

- The Santa Breakfast went well, but we don't have final numbers
- The Friends suggested doing a fund raiser at the 99 Restaurant along with a 50/50 raffle.

Old Business:

- Strategic Planning Meeting – scheduled for Thursday Jan 31st at 6:30.
- Library Sign Repair was discussed. We have two bids but they are for very different amounts of work. Nancy Mayland suggested we ask the lower bidder to revise it to include all the work. Next month we will review the revised bid and make a decision.

New Business:

- Discussion about the Investment Policy. Joe Forest shared some research he's done with some local banks. Bill Herman has suggested we look into the NH Public Deposit Investment Pool, they are currently paying 2.39% and you can move money any time you like. It's a type of brokerage. Twenty -One libraries in NH, and our Town invests with them. The Board agreed that Joe should go forward with this option and write up a sample Investment Policy to be reviewed next month.
- Purchasing Policy tabled for next month.
- Volunteer Policy tabled for next month.
- Reviewed two Employee Reviews, Hope and Mary, to understand the review process. One suggestion was requested; Kathy to check if Town Hall has a new review form that mentions the Step Upgrade as opposed to the Merit Increase. We are in consensus that Kathy is doing a fine job with the reviews.
- Motion to change the wording on the Trustee Access to Personnel Files Policy made by Nancy Mayland/Joe Forest 2nd. All in favor.
- Nancy Mayland asked Joe Forest to give us an update on the Gift Account at the March Mtg.
- Nancy Mayland asked Kathy Growney to bring our Wish List to the next meeting.
- Joe Forest will be on vacation 1/27 – 3/5 approximately.

Other Business:

- Jeannie Worster will be moving out of town this year. We will need to find a new alternate.
- Discussion of the Circulation Policy, Kathy mentioned our current policy may mention that Sr Citizens that live out of town can hold a Library Card at no charge.

Actions Items:

- Liz to send a Thank You note to the Senftlebens for their donation.
- Liz to send Thank You notes for donations in memory of Jane Stitt.
- Liz to add the review of the Purchasing Policy and the Volunteer Policy to the agenda for next month.
- Kathy to bring the Wish List to the February Mtg
- Joe to bring an update on the Gift Account to the March Mtg.
- Kathy to review our Circulation Policy at the February Mtg.

Motion to adjourn the meeting made by Joe Forest/Liz Michaud 2nd. All in Favor.

Meeting adjourned at 8:21pm

Liz Michaud
Secretary