

*Griffin Free Public Library  
Board of Trustees Meeting  
May 10, 2019*

**Present:** Nancy Mayland, Chair; Joe Forest, Treasurer; Liz Michaud, Secretary; Kathy Growney, Library Director; Sharon Bluhm, Alternate; Brenda Beer, Alternate.

Nancy Mayland started the meeting started at 6:33pm

Opportunity for the public to speak

- N/A

Review Previous Meeting Minutes:

- Reviewed the minutes of the March Board of Trustee Meeting.
- Motion to approve the minutes made by Joe Forest/Liz Michaud 2<sup>nd</sup>. All in favor.
- Reviewed the minutes of the April Board of Trustee Meeting.
- Motion to approve the minutes as amended, corrected the notes about the Meeting Room Policy, made by Joe Forest/Nancy Mayland 2<sup>nd</sup>. All in favor.
- Reviewed the minutes of the April Strategic Planning Meeting.
- Motion to approve the minutes as amended, correct spelling of names, made by Joe Forest/Nancy Mayland 2<sup>nd</sup>. All in favor.
- Reviewed April Action Items.

Correspondence:

- N/A

Treasurers Report:

- Reviewed the Treasurers Report for April.
- Motion to accept the report and place it on file subject to audit made by Liz Michaud/ Joe Forest 2<sup>nd</sup>. All in favor.

Directors Report:

- Report reviewed and discussed.
- The library sign remodel is coming along, but we are still looking at lighting options.
- Reviewed a problem with weather coming in under the front door. Kathy will call Joe Landry for a price quote.
- The children's room shelving should be arrive tomorrow.
- Another air conditioner needs to be replaced this year. Kathy to contact Bill Herman to get that done.
- The Dollars for Scholars team asked to be able to sell tickets for their fund raiser at the library. Kathy will discuss the specifics with the team.
- Kathy suggested we purchase calendar software to schedule events and allow our patrons to register for events. We discussed asking the Friends Group to pay for the first year.
- Statistics looks good and most continue to rise.

Friends of the Library:

- The plant sale went very well, they made approximately \$1000. They sold all the bought plants, most of the glass garden art, and most of the donated plants.

Old Business:

- Strategic Planning Meeting: Next Mtg scheduled for Thursday May 23rd at 7pm.

New Business:

- We will advertise again for an Alternate.
- Investment Policy discussion tabled for next month.

Other Business:

- Fay Hanscomb joined the meeting at 7pm to discuss the annual book sale, July 27 & 28.
  - Kathy reserved the room at the safety complex, but she also mentioned we could put a tent at the library. Bill Herman suggested we could use the two fields across the street, and we could hire policemen as flagmen for traffic. People could park at the front parking lot at the school or across the street. Nancy suggested asking Merchants Motors about a shuttle, like they provide for Duck Race.
  - After discussion we decided we will hold the sale at the safety complex.
  - Fay will ask for more tables this year, but we might need to leave some books in the boxes.
  - We would also like to have a tent. Kathy will ask Parks & Recreation if we can use their tents. Nancy will also ask Kevin about borrowing his tent.
  - Tents & tables would need to be up Thursday (or maybe Wednesday). We will move the books to the inside of the safety complex on Thursday night.
  - Vendors for leftover books: World Books. Kathy will contact them to confirm.
  - We need volunteers for Thursday. All volunteers will report to the library to receive their assignments. Pizza & Water will be served after the move.
  - Hours: Thursday 6-8, Friday 2-4 & 6-8, Sat 8-3, Sun 11-3 & clean up after.
  - Next meeting to discuss the book sale will be Tuesday May 28<sup>th</sup>.
  - Fay left the meeting at 8pm
- The mini book sale went well and we think we made approx. \$300.
- NHLTA Conference is May 29th.
- Credit Card purchases, we need to decide if we want alerts for each transaction or just a summary for the day. A discussion was held about whether we list the credit card sales separately on the treasurer's report.

Actions Items:

- Liz to send the ad for an Alternate Trustee to the Crier.
- Kathy to reserve the P&R tents.
- Kathy to contact Better World Books to confirm they can take our leftover books.
- Kathy to call Kevin and ask about borrowing his tent.
- Liz to create agenda for the book sale meeting on Tuesday May 28<sup>th</sup>.
- Liz to add the Investment Policy to next month agenda.
- Send questions for Terry & Bill to Brenda to organize.

The next meeting will be held Monday June 17<sup>th</sup> at 6:30pm.

Motion to adjourn the meeting made by Liz Michaud/Joe Forest 2<sup>nd</sup>. All in Favor.  
Meeting adjourned at 8:39pm

Liz Michaud  
Secretary