

*Griffin Free Public Library
Board of Trustees Meeting
September 9, 2019* Marilyne Cavanaugh

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

Nancy Mayland started the meeting started at 6:32pm

Opportunity for the public to speak

- N/A

Review Previous Meeting Minutes:

- Reviewed the minutes of the Sept Board of Trustee Meeting.
- Motion to approve the minutes with corrections for a typo by Liz Michaud/Joe Forest 2nd. All in favor.
- Reviewed Sept action items.

Correspondence:

- Thank you card sent to Brenda Beer.

Treasurers Report:

- Reviewed the Treasurers Report for September.
- We are still holding onto the money for the children's shelving.
- Motion to accept the report and place it on file subject to audit made by Liz Michaud/Nancy Mayland 2nd. All in favor.
- Discussion about money in the Clearing Account, decided to leave it there for now.
- Motion to accept the donation made by Nancy Mayland/ Liz Michaud 2nd. All in favor.

Directors Report:

- Report reviewed and discussed.
- Discussed roll out of the new ILL program. It is a huge time savings for the Staff. Kathy mentioned that Patrons can now make a request from home and she can now run reports.
- Library Card Sign-Up Month went very well! Added/renewed 165 people.
- Discussion about the library tour – next month Hope will attend this meeting and review. Kathy will schedule more tours in the spring.
- Kathy still has not heard back from the painter, Derek, so at this point we will look for someone new who can schedule us for the spring.
- Statistics: All stats look good, most are up year over year.

Friends of the Library:

- The Friends made record sales at the Duck Race.
- Nancy & Jess will be selling the Garden Glass and made in Auburn items at the AVS Craft Fair.
- Medium Liz Robidoux is holding a Friends fundraiser on Oct 24th at 7pm.
- Dan is holding a “get prepared for NANARIMO”.
- The Friends are also getting prepared for Santa Breakfast – Sat Dec 14th.

Old Business:

- Friends Appreciation Event – Rescheduled for January 24th, snow date January 30th. Location at Nancy’s, 6:30pm for appetizers and desserts.

New Business:

- Discussion of the “Transition of Operational Payment & Account Functions”, this refers to Adele Frisella, Auburn Town Hall Finance Director, paying the bills for the Library BOT starting in January. After we sign it, Joe will meet with Adele and Bill Herman to discuss the operational transition. They need to set up the accounts as we currently have them. Kathy will tell Adele which bills to pay, for what amount, from which account and by what date.
 - Discussion about “responsible for the upkeep of the building” – Nancy to talk with Bill to make sure that we will be able to determine when maintenance is required, and will we be able to choose who we hire. And determine who will make the call for repair.
- Board of Selectman meeting for the budget is Monday Oct 21, 7pm
- Budget Committee meeting is Nov 7, 7pm
- Joint Personnel Board meeting is Oct 30, 6pm

Other Business:

- Nancy received a nice email about Jamie and gave it to Kathy for her personnel record.
- Nancy read a lovely email about Kathy, high praise from a patron and will have it put in her personnel record.

Actions Items:

- Liz to put Hope Garner on the agenda for November to discuss the library tours.
- Kathy to call the plumber about the silcock.
- Kathy to look into the lighting for the sign.
- Liz to add Friends event to the November agenda
- Liz to add Investment Policy to the November agenda
- Kathy to find someone new to maintain our furnace.
- Liz to add Cleaning the furnace to our annual reminder tickler file for June.
- Liz to update the contact list again and send out to the Board.

The next meeting will be held Monday November 11 at 6:30pm.

Motion to adjourn the meeting made by Nancy Mayland/ Liz Michaud 2nd. All in Favor.
Meeting adjourned at 7:58 pm

Liz Michaud
Secretary