

*Griffin Free Public Library
Board of Trustees Meeting
January 11, 2020*

Present: Nancy Mayland, Chair; Joe Forest, Treasurer; Liz Michaud, Secretary Brenda Beer, Alternate; Marilyn Cavanaugh, Alternate.

Absent: Sharon Bluhm, Alternate; Kathy Growney, Library Director

Nancy Mayland started the meeting started at 6:40pm

Opportunity for the public to speak

- N/A

Review Previous Meeting Minutes:

- Reviewed the minutes of the December Board of Trustees Meeting.
- Motion to approve the minutes as amended for clarification, by Liz Michaud/Joe Forest 2nd. All in favor.
- Reviewed December action items.

Correspondence:

- Thank you cards were sent donors.
- Congratulations card sent to Hope Garner.
- Received Thank you card from Chris Chickering.
- Received Insurance Certificate our from cleaning service company.

Treasurers Report:

- Reviewed the Treasurers Report for December.
- Operating Account will drop to \$0 next month because the bills will be paid by Town Hall.
- We are still holding onto \$200 for the children's shelving, for the last shelf.
- Motion to accept the report and place it on file subject to audit made by Liz Michaud/Nancy Mayland 2nd. All in favor.
- An anonymous donation of \$500 was made in January with a preference for adult programming.
- Motion to accept the donation made by Nancy Mayland/Joe Forest 2nd. All in favor

Directors Report:

- Report reviewed and discussed.
- The Staff will have their New Hampshire Library Association memberships renewed for 2020.
- The library will become a sponsor of the Duck Race and will arrange for a "Book Faire" featuring multiple authors during that day.
- A donation was received of a children's table and chair set from Mr & Mrs Johnson.
- Motion to accept the donation made by Liz Michaud/Joe Forest 2nd. All in favor.

- We purchased a New Book Drop – Exciting!
- Statistics: All stats look good; most are up year over year.

Friends of the Library:

- The Friends Santa Breakfast went really well. It was much busier than in the past.
- The Friends are funding Heritage Quest started in January.
- The Friends Group will review officers in February 2020.

Old Business:

- Friends & Staff Appreciation Event – Scheduled February 28th.
- Nancy will invite the Friends Group via Email and a reminder at the next Friends Mtg. (Nancy to get with Fay about the email addresses)
- Location of event will be at Nancy Mayland's house at 6:30pm for appetizers and desserts.

New Business:

- The Town of Auburn Annual Report is due January 31st. Kathy Gowney and Liz Michaud will work together to get it completed and submitted. Joe Forest to also give us year end numbers.
- Discussed closing out the 2019 budget specifically the Operating Account. As we are no longer holding our funds but asking the Town to pay our bills, we need to close this account and write a check to the Town for the budget not used in 2019 plus any interest earned.
- Kathy Gowney submitted a revised Circulation Policy which was reviewed.
- Motion to accept the updated Circulation Policy made by Nancy Mayland/ Joe Forest 2nd. All in favor.
- Motion to elevate Marilyn Cavanaugh as of Jan 20th to fulfill the unexpired term as our Treasurer replacing Joe Forest made by Nancy Mayland/Joe Forest 2nd. All in favor.
- Motion to donate the old Book Drop to Dan Szczesny to be used as a "Little Library" made by Joe Forest/Liz Michaud 2nd. All in favor.

Any Other Business:

- Warrant Article discussed to create a Capital Campaign Fund and use the \$1000 donation to seed the fund. Alternately, we also discussed creating a foundation for the Library expansion/addition and using the donation for this fund. Kathy to talk to Bill Herman about the benefits of each of these options.
- Good bye and Thank you to Joe Forest.

Actions Items:

- Liz to put Hope Garner on the agenda for February.
- Liz to send Thank You card for donation from Nancy Mayland
- Liz to send Thank You card for the donation of the table & Chair.
- Liz to send Thank You card to the Friends for Heritage Quest and everything else you've been so generous with.
- Nancy, Liz & Marilyn to schedule a date to go to Saint Mary's Bank to change the names on the accounts.

The next meeting will be held Monday February 10 at 6:30pm.

Motion to adjourn the meeting made by Joe Forest/ Liz Michaud 2nd. All in Favor.
Meeting adjourned at 8:31 pm

Liz Michaud
Secretary