

*Griffin Free Public Library
Board of Trustees Meeting
July 13th, 2020 at 6:30pm*

Virtually Present: Nancy Mayland, Chair; Marilyn Cavanaugh; Treasurer, Liz Michaud, Secretary; Kathy Growney, Library Director

Note: Following various orders issued by Governor Sununu based on the State of Emergency declared on March 13, 2020, the general public will not be able to physically attend the Board of Trustees' meeting, but can call 1-712-770-5323 and use Access Code 639411 when prompted to be able to listen to the meeting on any telephone.

Nancy Mayland called the meeting to order at 6:34 pm

Nancy Mayland read the following preamble:

Good Evening, as Chair of the Board of Library Trustees, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency.

Governor Sununu issued Emergency Order #12 on March 23rd which provides local government boards the ability to conduct business using technology to hold remote meetings and not provide a public place of meeting but provide for the public's ability to listen to the meeting. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote to be in accordance with the provisions of RSA 91-A:2, III (e).

Let's start the meeting by taking a Roll Call attendance. When each member states their name, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Roll Call: Nancy Mayland, Chair; Marilyn Cavanaugh, Treasurer; Liz Michaud, Secretary

Correspondence:

- Email from Brenda Beer read by Nancy Mayland. Brenda is resigning as an Alternate Trustee.
- Motion to accept her resignation with great sorrow made by Nancy Mayland/ Liz Michaud 2nd. All in favor: Nancy Mayland, Marilyn Cavanaugh, Liz Michaud. Motion Passed.

Review Previous Meeting Minutes:

- Reviewed the minutes of the June 16th Board of Trustee Meeting.
- Motion to approve the minutes made by Marilyn Cavanaugh/Nancy Mayland 2nd. All in favor: Nancy Mayland, Marilyn Cavanaugh, Liz Michaud. Motion Passed.
- Action Item: Liz to send nice Thank You to Brenda Beer.

Treasurer's Report:

- Report reviewed and discussed.
- Marilyn discussed a check that is restricted for new books.
- Reviewed Operation Budget Spreadsheet from Kathy, we will discuss next month.
- Motion to accept the report and place it on file subject to audit made by Liz Michaud/Nancy Mayland 2nd. All in favor: Nancy Mayland, Marilyn Cavanaugh, Liz Michaud. Motion Passed.

Directors Report:

- Report review postponed until Kathy is in attendance.

Old Business:

- Reviewed the changes Kathy made to the Survey, she added the preamble about filling out the questionnaire. We need to change wording on where to add name and address so that it matches the location on the survey.

New Business:

- Reviewed the estimate from Jim Trombly about adding a blower to the boiler to work even when the heat is not on so we can manually circulate the air in the library
- Motion to have Jim Trombly do the work made by Nancy Mayland/Marilyn Cavanaugh second. All in favor: Nancy Mayland, Marilyn Cavanaugh, Liz Michaud. Motion Passed.
- Nancy will contact Jim Trombly to schedule the work.
- Discussion of the CIT plan. Nancy & Kathy met with Bill Herman about the plan and the budget for next year. We need money in the budget for the CIT for a library consultant as that will be the next expense. A library consultant will look at what we want, what we need, what the community would like and make suggestions before the architect and after the survey. Approximately \$10,000 will be needed. Kathy is doing research to determine the cost and will send it to Bill Herman so it can be added to the 2021 CIT. Also discussed the expenses for the survey, we will put any expense for this in our budget. It will need to be printed as an option for folks who don't want to do it virtually. Once we have received the surveys back we will have a public hearing/meeting with Primex. Coffee & pizza expenses

for the meeting will be part of our budget. The survey will also be available on our web site, on Facebook, on line, copies will be at the library, and a copy will be send in the Crier.

- We will need to work on the budget soon.
- Porch floor discussion, one board is split and many areas are worn. It needs to be repaired and restrained.

Any Other Business:

- NA

Opportunity for the Public to Speak:

- Chris Chickering said she will also look at the porch floor.
- Chris Chickering mentioned that only two staff are supposed to be in the building at a time, but there are three people on Tuesday for about 4 hours. Nancy suggested that Chris bring it up at the staff meeting to clarify the policy.

Action Items:

- Liz Michaud to send thank you note to Brenda Beer for her time on the Board.

Motion to adjourn the meeting made by Marilyn Cavanaugh/ Liz Michaud 2nd. All in favor: Nancy Mayland, Marilyn Cavanaugh, Liz Michaud. Motion Passed.

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

Meeting adjourned at 6:58 pm

Liz Michaud
Secretary