*Griffin Free Public Library*

*Board of Trustees Meeting*

*October 6th, 2020 at 6:30pm*

*Auburn Town Hall*

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

Bill Herman and Keith Leclair were also in attendance.

Nancy Mayland called the meeting to order at 6:42 pm

Presentation by The HL Turner Group:

* Bill Hickey and Doug Proctor gave a presentation regarding a redesign on the conceptional drawing they presented last month.
* The new design is adjusted to move the children’s rooms together, added additional space for the director’s office, a break room for the staff, custodial closet, additional stack space, larger meeting space. The building is longer to accommodate these changes.
* Kathy would prefer the building to be a large square building that can be flexible, with a moveable circulation desk, adaptable to issues that happen such as covid, senior usage, stacks that can be organized with a flow for the collection. Children’s space should accommodate 6 kids plus adults, so the story nook needs to be large enough. Having the kids’ room and the circulation desk next to each other could be a problem with noise. The break room needs storage, a frig and microwave. Directors office has space for three people. When the next pandemic hits, we could open if there are open spaces, rather than nooks that don’t allow people to be 6 feet away from each other.
* Nancy asked if according to the RFP is this what we were looking for? Bill Herman confirmed that a site eval and preliminary drawings were expected. Bill Hickey said it was their intent to flush out ideas and challenges by putting together a design.
* If we engaged a library consultant, they would work with HL Turner and help them develop the design and write a document.
* Discussion about engaging the community, getting their feed back on what a community center means to them and what they would like to see. (Primex, Survey’s, etc.
* Marilyn asked about accommodating Kathy’s question about getting more of an open space and less nooks.
* Bill suggested maybe we maintain the original structure and the parking lot view from the design but make it more of a large square space in the back.
* Doug suggested if we think we need a library consultant we should go that way before he starts making more changes to the design. He’ll wait to make any more changes until we have one on board and they can work with layouts.
* HL Turner asked us about an overall budget.
* Average per capita space for a NH library is 1.42 square feet, which means we should have 6,426 square feet not planning for growth, the current design is 5300, 4000 ft new building and 1300 current building.
* Doug Proctor says he thinks his current design would be about $4 million.
* Keith asked the cost of a library consultant – Kathy said between 5-15thousand. Initial 5k would cover the space planning.
* Keith mentioned that while we went through the project – what is the feasibility of the land. They’ve taken soil samples, and mentioned the high water table, and don’t think there’s any constriction on the property and what we could build. For Doug Proctor to really develop the design we need to get the feedback from the community and the survey. Keith Leclair suggested having meeting with smaller groups from groups like the Scouts, the school, the teams (lil league, soccer), Parks and Reqs, local small businesses, The front will have to have some nooks to maintain the character of the town, but the back could be squared off.
* We will do some work and then get back to HL Turner Group and start working again.
* Bill said we are under budget and there is money this year for a library consultant. Kathy to send a written proposal asking for money to use the library consultant this year as part of the existing plan with HL Turner. She will mention that it was budgeted, detail what’s been expended and how this new cost fits into the total budget.
* Focus groups are the people who know what they need. Survey allows all the people in town a channel for expressing their thoughts about a new library and community space.

Correspondence:

* NA

Review Previous Meeting Minutes:

* Reviewed the minutes of the Sept Budget meeting sept 21st. of Trustee Meeting.
* Budget meeting minutes – correct the title.
* Motion to approve the minutes after the title correction made by Liz Michaud/Marilyn Cavanaugh 2nd. All in favor. Motion Passed.

Treasurer’s Report:

* Reviewed and discussed the Treasurers Report for September.
* Clearing account over, but the amount has been transferred to gift account and will show in the next report.
* Mobile beacon is the bill for the WIFI portable access.
* The program line is overspent and we have an additional bill for the genealogy plan, however we are still under the overall budget.
* Motion to accept the report and place it on file subject to audit made by Nancy Mayland/ Liz Michaud 2nd. All in favor. Motion Passed.

Directors Report:

* Reviewed and discussed the Directors Report for September.
* The trial for remote printing has gone well and Kathy will post to the public. This is a free trial from the company for now, if we decide to keep this next year the cost will be $300 per year.
* ILL program has run smoothly for the last few weeks, many quarantine boxes in the library. It takes approx. 1 week longer than in the past due to the pandemic.
* Majority of patrons like porch pick up, and a few folks are coming in for appointments each week. The staff is ready to add a few hours each day for appointments, with all day Friday still open. Mary and Jaime want the kids room open, but we want to keep the circulation desk room blocked off. Kathy proposed that the children’s room open for appointments on Saturdays, allowing patrons to come in from the patio into the kids room. No staff in the room. Non-essential items from the kids’ room have been moved out to reduce high touch items that need to be cleaned. The board supports Kathy in this proposal.
* The skunk has been trapped and relocated.
* Mary’s friend took care of the foundation.
* Second quote coming for the AC units on Thursday.
	+ - Book club still being run by a volunteer.
		- Genealogist presenting in a few weeks.
* Our statistics have gone crazy but so have the States stats. More eBooks are now being requested, and print is rebounding too.
* Physical item stats are almost back to where we were a year ago, Overdrive check outs are the highest ever.

Friends of the library

* The Friends met again in October.
* Ticket Keeper was purchased and will be a huge benefit to the staff and our patrons.
* They renewed the regular passes for the museums that are open, and the museum page has been updated on the library web site.

Old Business:

* Foundation issue has been resolved.
* Reviewed the budget to make sure it all looked as planned. Marilyn noted one correction. Kathy has asked Adele for a date to meet with the Selectman.

New Business:

* Continuum of Service policy -discuss at the next meeting.

Any Other Business:

* NA

Opportunity for the Public to Speak:

* NA

Action Items:

* NA

Motion to adjourn the meeting made by Marilyn Cavanaugh/ Liz michaud2nd. All in favor. Motion Passed.

The next board meeting will be held Monday November 9th 6pm.

Meeting adjourned at 8:32 pm

Liz Michaud

Secretary