



Meeting Notice:

There will be a meeting of the Board of Trustees of the Griffin Free Public Library on Monday, May 10 at 7:00 pm at the Griffin Free Public Library, 22 Hooksett Road, Auburn, NH.

This meeting is open to members of the public.

*Griffin Free Public Library
Board of Trustees Meeting
April 12, 2021 at 7pm*

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

Nancy Mayland called the meeting to order at 7:01 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; Kathy Growney, Director

Correspondence:

- None received

Review Previous Meeting Minutes:

- Reviewed the minutes of the March Trustee meeting.
- Motion to approve the minutes made by Nancy Mayland/ Marilyn Cavanaugh 2nd. All in favor. Motion passed.

Treasurer's Report:

- Reviewed and discussed the Treasurers Report for March.
- Motion to accept the report and place it on file subject to audit made by Liz Michaud/ Marilyn Cavanaugh 2nd. All in favor. Motion passed.

Directors Report:

- Reviewed and discussed the Directors Report for March.
- Andrea O'Neil, AVS Librarian, teamed with the fifth grade to do a Fund Raiser for the Library Giving Day and will contribute the funds to the Griffin Free.
- State Rep Chris Pappas sent out a link for future infrastructure projects and Kathy did a presentation. She does not think we'll qualify for the initial grant, but there are other grants that could follow. She is looking for grants coming out that will align with our building plans and growth needs. Kathy will also attend a workshop from the State Library regarding grants.
- Discussion about ideas for Grants: Pergola over the patio, a Band Stand for the back yard.
- The staff have been brainstorming about opening the library further. The Governor is releasing new rules for opening up but has not included libraries yet. We are tight on space to allow for six feet. Kathy asked about two of the old chairs that we do not need, and we agreed we should remove them. Nancy to post on the Facebook group "Buy Nothing".
- The Library has expanded appointments during regular hours. We will continue Porch Pick-up as long as patrons want it, it could continue forever. We could purchase lockers for the porch that would allow people to pick up even after hours. The staff are preparing to potentially open up after Memorial Day as that is the estimated date from the State. A discussion was held about options for computer help for patrons.
- The State Library is still quarantining material so we will continue to do so as well.
- Summer Reading Program: The State offered us to tie into their virtual programming at a discounted price. Mary will still do outside summer programming too, but this will augment what she is doing.
- There is a lot of programming coming up: Gardening, Composting, Libby Training.
- Book Sale discussion. We do not think we can do it this year, but the staff came up with some other ideas. We can put a cart with books on the porch and offer books for sale that way, we could post a QR code and allow people to donate that way or pay staff in person. Another option is a smaller book sale on the patio at the Duck Race, or at the town wide yard sale.
- Air Cleaners Inc estimate: tabled at this point as it's rather expensive and does not provide a lot of bang for the buck. Nancy mentioned we can buy window fans for the summer.
- We have a draft from the Library Consultant on the programming piece, but we're still waiting on the Final Draft.
- Kathy mentioned looking into getting a second phone line, and Nancy mentioned the Fax Line could be used as a second line. Kathy to investigate.
- Statistics look good, the ILL the highest march number is very exciting! We are doing very well.

Friends of the library

- Library Giving Day went very well!! The Friends raised \$2,300
- Museum passes: The Friends renewed the State Park pass.
- Plant sale: The Friends have placed an order for plants, and they will be delivered the week before the sale. May 22nd at the library on the patio.

Old Business:

- NA

New Business:

- Nancy mentioned we're getting exceedingly low interest, .02% monthly yield, on the NHPDIP fund. Nancy spoke with her financial advisor about other bonds where we could where we could move the money and make more but still be low risk.
- Virtual Spring NHLTA Conference. We should sign in individually and ask to be reimbursed through Kathy. Send copy of receipt to Kathy and she will get us reimbursed. Reviewed the sessions and made our selections.
- Painting the exterior of the library, Nancy has a new contact and we will ask her for a quote. Kathy to determine if we need the back or patio side done next.

Any Other Business:

- NA

Opportunity for the Public to Speak:

- NA

Action Items:

- N/A

Motion to adjourn the meeting made by Liz Michaud/Marilyn Cavanaugh 2nd. All in favor.
The next board meeting will be held Monday May 10th at 7pm

Meeting adjourned at 8:17pm
Liz Michaud
Secretary

Griffin Free Public Library

Meeting Date: May 10, 2021

Treasurer's Report, April 30, 2021

Activity:

Operating Account: Closed

Additional Funds: No activity

Book Sale: No activity

Investment Account (NHPDIP): No activity.

Gift Account: No activity

Museum Account: No activity.

Clearing Account: No activity

Bank Balances:

Museum:	\$ 3,450.94
Operating:	\$ 0
Clearing Account:	\$ 52.75
Gift:	\$ 2,973.55
Book Sale:	\$ 4,724.09
Additional Funds:	\$ 5,927.95
Cap Stock Acct (req'd.)	\$ 5.00
Bank Funds:	\$ 17,134.28
Investment Acct (NHPDIP):	\$ 45,634.85
Total Funds:	\$ 62,769.13

Current Status (Budgeted Funds):

Respectfully submitted,

Marilyn Cavanaugh, Treasurer

Griffin Free Public Library - 2021

Expenses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	Budget	Difference	%
Lending Materials																
Print	642.30	1,062.45	1,399.06	702.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,805.83	9,300.00	5,494.17	41%
Books	642.30	1,062.45	1,399.06	702.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,805.83			
Periodicals, Ref	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Electronic	1,834.96	414.81	420.42	227.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,897.60	12,748.00	9,850.40	23%
Audio/CD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Downloadables	1,834.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,834.96			
DVDs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Programs	0.00	0.00	221.00	765.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	986.00	1,150.00	164.00	86%
Computer Systems	3,351.99	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,851.99	7,000.00	3,148.01	55%
Hardware	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Software	51.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	51.99			
Elec. Supp./host'g	3,300.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,800.00			
Elec. Resources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Equip./Furnish'g	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	0%
Maintenance	0.00	300.00	412.00	585.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,297.00	8,810.00	7,513.00	15%
Supplies	22.48	151.31	279.23	420.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	873.10	2,500.00	1,626.90	35%
Training	477.98	60.00	0.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	612.98	2,300.00	1,687.02	27%
Utilities	1,032.91	453.52	1,224.86	1,164.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,876.14	10,100.00	6,223.86	38%
Total Expenses	7,362.62	2,442.09	3,956.57	4,439.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,200.64	53,909.00	35,708.36	34%



Library Director's Report

10 May 2021 Meeting of the Library Trustees

Reopening Updates

1. NH Libraries continue to follow the CDC pandemic guidelines and continue to require masks and social distancing indoors. The NH State Library is also continuing with a three-day quarantine on materials.
2. New barriers are being installed on the Circulation Desk in preparation for reopening. We are looking at how to rearrange the collection to help with social distancing between patrons.
3. We have also been asking patrons their thoughts on the current level of library services and not surprisingly view vary widely. At this point, only 36% of the state is fully vaccinated with no children being vaccinated, which is a concern among a lot of our families. We have patrons who are not yet comfortable coming into our tight space and would like to continue with porch pick-up. As only one family will fit in the Children's room with social distancing, many of them have requested to keep appointments so they know they have a designated time in the space. We also have a group that is ready to return to normal.
4. Staff have taken this under consideration in discussing what the next level of service would look like. If Covid-19 levels continue to be low, we recommend adding walk-in hours to the schedule starting sometime in June while maintaining some appointment hours and continuing to provide porch pick-up.
5. In June, we would also like to being to hold outdoor programs and meetings.

Funding Opportunities

6. There are new COVID-19 funds becoming available. Some have very tight turnaround times and all have limits on what may be requested.

Museum Pass Updates

7. The Friends of Griffin Free approved renewing the following passes for a total of \$1,725:
 - a. NE Aquarium - \$650
 - b. Strawberry Banke - \$250
 - c. Squam Lakes - \$300
 - d. McAuliffe Shepard - \$300
 - e. Seacoast Science Center - \$100
 - f. Wright Museum of WWII - \$125

Library Day of Giving

8. The final count is in and the Friends raised over \$3,000 during the Library Day of Giving fundraiser. Thank you to everyone who supported this effort!

Summer Reading Program

9. Dan Szczesny will again be running the Summer Author Series via Zoom this year. Dates and speakers are forthcoming.
10. Mary Hrubiec will be running the Children's Summer Reading Program virtually as well and has been working on setting up the portal. Mary has also reached out to the Auburn Village School and Pinkerton for their summer reading lists.

Book Sale

11. The library will be holding a scaled down book sale on Saturday, May 15 from 8 AM – 2 PM outside at the library.

Friends of Griffin Free

12. The Friends of Griffin Free will be holding a plant sale on Saturday, May 22 from 8 AM – 2 PM outside at the library.

Facilities

13. Due to the high volume of calls that we are receiving, the fax line (603) 483-0483 has been set up to also be a second phone line.
14. The bathroom sink began to leak on April 15 and Jim Trombly plumbing made the repair.
15. The Auburn Cub Scout Pack 124 Bear Den, led by Susan Field, will be taking over the planter at the front of the library.

Library Expansion

16. Library consultant, Patience Jackson, has submitted her draft of the Building Program for the Trustees to review and discuss.

Statistics

For the second month in the row, we have seen our highest monthly usage when compared to past years. We are starting to see a strong comeback in the circulation of physical items with digital circulation dipping a bit.

	Apr 2019	Apr 2020	Apr 2021
Business Days (defined as staff operating in the building)	21	0	22
2020 Total Circulations (Circ, mus, NHDB)	1857	628	2394
Circulation (In-House)	1391	53	1849
New Issues	939	34	940
Renewals	333	19	834
Magazines circulated (physical)	6	0	0
Borrowed ILL (patron requests)		0	66
Lending ILL (lent to other libraries)	88	0	46
Museum Passes	25	0	9
Circulation (on-line)	466	575	545
Overdrive	326	362	388
Hoopla	80	182	126
Kanopy (plays)	60	31	31
Website Page Views	1425	1191	1684
Website Visitors	509	435	729
Facebook Friends (likes)	484	545	593
Phone Calls Taken	86		268
New Items	109	18	87
New Patrons	12	4	1
Patron Count (visitors)	714	0	73
Donations	1724	0	188
Donations kept	21	0	0
Needed	88	0	35

Last 12 Months (2020 – 2021)

	May 2020	June 2020	July 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021
Business Days (defined as staff operating in the building)	11	19	23	20	22	23	17	19	21	20	22	22
2020 Total	1281	1340	1724	1596	1717	1610	1630	1676	1885	2003	2238	2394
Circulations (Circ, mus, NHDB)												
Circulation (In- House)	720	845	1161	1024	1111	1001	1034	1120	1307	1410	1652	1849
New Issues	391	470	522	531	569	463	527	551	802	657	942	940
Renewals	329	375	639	492	492	491	438	507	430	705	618	834
Magazines circulated	0	0	0	0	0	0	3	0	0	0	0	0
Borrowed ILL (patron requests)	0	0	0	0	50	45	62	62	75	46	85	66
Lending ILL (lent to other libraries)	0	0	0	0	39	45	37	52	64	14	52	46
Museum Passes	0	0	0	1	0	2	4	0	0	2	7	9
Circulation (on-line)	561	495	563	572	606	609	596	556	578	593	586	545
Overdrive	357	362	405	389	446	429	436	379	407	428	409	388
Hoopla	171	123	146	154	116	141	121	133	120	118	132	126
Kanopy (plays)	33	10	12	29	44	39	39	44	51	47	45	31
Website Page Views	2002	2125	2104	1933	1480	1652	1840	1572	1600	1576	1552	1684
Website Visitors	578	717	656	718	499	578	779	543	616	532	645	729
Facebook Friends (likes)	560	560	567	569	569	578	581	581	583	586	587	593
Phone Calls Taken	136	226	229	239	271	227	198	210	247	235	324	268
New Items	34	126	92	89	88	113	137	70	76	96	127	87

New Patrons	3	13	3	8	5	11	6	8	8	5	16	1
Patron Count (visitors)	0	0	0	4	21	22	36	36	42	48	70	73
Donations	156	16		2	23	35	3	112	319	32	61	188
Donations kept	0	0	3	0	0	12	8	5	0	9	7	0
Weeded	160	79	79	88	Na	56	141	34	314	1	106	35

Respectfully submitted by –

Kathy Growney, Director