

Griffin Free Public Library
Board of Trustees Meeting
June 11, 2018

Present: Nancy Mayland, Chair; Joe Forest, Treasurer;
Kathy Growney, Library Director; Sharon Bluhm, Alternate; Jeanni Worster, Alternate.

Absent: Liz Michaud, Secretary, MB Lufkin, Alternate.

Nancy Mayland called the meeting to order at 6.35 pm.

Nancy Mayland motioned that Sharon Blum be elevated to trustee status for this meeting, and that Jeanni Worster be the acting secretary. Seconded by Joe Forest; motion passed.

Opportunity for the public to speak

- No public present.

Review previous minutes

- Reviewed the minutes of the May 7th Strategic Planning meeting.
- Motion to approve the minutes made by Joe Forest/Sharon Blum 2nd. All in favor.
- Reviewed the minutes of the May 14th Board of Trustees meeting.
- Motion to approve the minutes made by Nancy Mayland/Joe Forest 2nd. All in favor.

Correspondence

- Liz Michaud reported that she had sent thank you notes to all the current donors for the SRP.

Treasurers Report:

- Report reviewed and attached.
- Motion to accept the report and place it on file subject to audit made by Sharon Blum/Nancy Mayland 2nd. All in favor.

Directors Report:

- Report reviewed.
- Kathy Growney reported that Tucker Library Interiors no longer can supply the children's book shelving they had quoted for our budget request. (That company is no longer in business.) Comparable shelving is available for an additional \$58.54. Kathy will order the new shelving.
- Last month, there had been a discussion about the Fire Alarm; that we tie it into the burglar alarm and pay one bill for both. It would then go through Central Alarm and then to either police or fire department. With further investigation by Kathy and Nancy, Kathy recommended that since SJL reported that the signal is going through fine now that we put this on the budget for next year.
- DS Services has purchased Crystal Rock, which supplies our water. It was decided to continue with this service for now but investigate their pricing system, and enroll for paper statements.
- Ron Desrosiers of Visiting Angels has been mowing the new back property for us. Kathy thanked him warmly, and contacted the Town offices about adding this area to the mowed library property.

At this time (7 PM), Fay Hanscomb entered the meeting, as requested, to discuss the upcoming Book Sale, and the balance of the Director's Report was held over for later.

Annual Book Sale:

The book sale will be on July 28th and 29th at the AVS gym, as usual. The to-do list was reviewed and assignments made, including timing of setup, publicity, and charitable giving. It has already been in the last two editions of the Crier, and there are plenty of donations.

Fay and Nancy have the to-do lists, and responsibilities were assigned, and agreed to. There was a discussion of changing the floor plan, but it was suggested to wait until we are setting up the tables to make the final decisions. Nancy will get the gift certificate for the AVS crew, as usual.

The Board thanked Fay Hanscomb for once again heading up the book sale, and for all the work she had already done to make this another smoothly run sale. Fay exited the meeting at about 7:45 PM and the BOT meeting resumed.

Director's Report, continued:

Kathy reported on the Town Training Retreat held on May 29th. It covered more on the right-to-know law, and the current suggestions for government boards. Kathy is investigating how we can save our permanent records in a PDF/A (archival) format, and will report further on that next month. The Board was also reminded to use blind copies for emails, and to keep discussion points strictly in the meetings. The Town provided a copy of "A Guide to Open Government" for the library's use and reference material.

The Library Summer Reading Program has also received a number of generous donations from local companies. These are much appreciated, and keep our SRP affordable.

Programming:

6. Book sale shed is full, and books are now being stored in the trustees' shed.

Policy:

7. 3D Printing. More research is being done on this subject. Everything from the manufacturer of the model we have indicates that it is completely safe, both when in use and when stored in an open area. Kathy will report back when more information is available on the printers and policies at other libraries.

Collections:

8a. NHDB is adding digital magazines but more information is needed on how it will affect GFPL.

8b. A sentence will be added to the Collection Development Policy to contain the newly issued instructions on the process of notifying The American Library Association of any material that is challenged in our Library. Joe Forest made the motion/Sharon seconded it, and it passed unanimously that Kathy would update the policy and distribute it.

Friends of the Library:

9. The Friends have generously agreed to purchase a pass to the Independence Museum in Exeter, and to

provide up to \$200 for titles on the Pinkerton and AVS Summer Reading Lists, for which we are very grateful.

Statistics:

10. Statistics were again mixed, but looking very good. Downloadable use is down, and seems to be due to the long waiting lines and the lack of current titles. Kathy is continuing to look into other sources.

Old Business:

- Reviewed the Maintenance/Repairs List - nothing new
- Next Strategic Planning Meeting scheduled for Monday June 18th at 6:30.
- Review notes from NHLTA conference; tabled due to time constraints.

New Business:

- Review Technology Policy – tabled_
- Update on items for insurance list – tabled
- Kathy has started working on the budget. We will discuss it further next month after the Trustees meeting. Due August 15th.
- Alternate trustee – need for an additional alternate will be discussed in July.
- The BOT will request the MRI review for 2019, and will discuss if there are any areas of concern for which to request coverage.

Motion to adjourn made by Nancy Mayland/Joe Forest 2nd. All in favor
Meeting adjourned at 9:05 PM

Jean Worster
Acting Secretary