*Griffin Free Public Library*

**Where Auburn Comes Together**

**To Discover, Create, Connect and Succeed!**

*Board of Trustees Meeting*

*March 13, 2023 at 7PM*

**Present**: Nancy Mayland, Chair; Liz Michaud, Secretary; Marilyn Cavanaugh, Treasurer; Cindy Berling, Alternate Trustee; Dan Szczesny, Director.

Nancy Mayland called the meeting to order at 7:04pm

Opportunity for the Public to speak:

* NA

Correspondence:

* $1000 donation received from the Greggs
* $100 donation received from Denise & Joe Forest
* Motion to accept the donations made by Nancy/Marilyn 2nd all in favor

Review Previous Meeting Minutes:

* Reviewed the minutes of the February 13 meeting minutes.
* Motion to approve the February 13minutes made by Marilyn Cavanaugh / Liz Michaud 2 nd. All in favor, motion passed.
* Action items reviewed.
* Reviewed the minutes of the February 22 meeting minutes.
* Motion to approve the February 22 minutes made by Marilyn Cavanaugh / Liz Michaud 2 nd. All in favor, motion passed.

Treasurer’s Report:

* Reviewed and discussed the Treasurers Report for January.
* We used all our restricted funds.
* 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 the report.
* Val Connelly has resigned. Mary and Jess are going to cover the staffing issues, but we are missing the skills that she has. Dan would like to hire someone with her skill set.
* A painter for the front room has been selected, the Board reviewed color swatches. Marilyn to give Dan a check for the deposit.
* Dan has been speaking with Chris Sterndale on the CIP. He asked for a total budget number for the library expansion. We will discuss with SMP at the next meeting.
* Motion to approve the increase for Mary Hrubric based on satisfactory review and award her a step increase from a labor grade 5, step 14 to labor grade 5, step 15. Amount is an increase from $22.49 to $22.94.
* Motion to accept the above by Marilyn Cavanaugh/ Liz Michaud 2nd. All in favor
* Discussion about a Moose Plate Grant that covers conservation of anything, including documents.
* Book challenge: What happens to a book when it is going through consideration? Dan added to the policy that it should be left on the shelf until a decision is made.
  + - * Motion to accept the policy as amended made by Nancy Mayland/ Liz Michaud 2nd . All in favor, motioned passed.
* Susan Boland and Dennis Mercer donated a full canopy tent, a single sheet laminator and 6 Nordic Ware cake pans to the library
* Motion to accept the items made by nancy/ Marilyn 2nd All in favor
* Statistics reviewed: Everything looks good, Circulation continues to go up. Consistently run out of Hoopla so Dan is going to raise the funds there.

Expansion:

* Parks & Rec Commissioners Meeting . Dan had a hand out with information about the

expansion, some of the other people talked. Nancy asked them about their expectations, but they didn’t know. They said they’re growing but they didn’t have a plan in place. They would like Amy to have her own dedicated office and meeting room.

* They weren’t ready to discuss specifics like who pays for electricity and heating and budget for Parks & Rec. The difference between our programs is that they charge for their events and as a library all our programs are free.
* The next meeting is March 22nd at Town Hall for the SMP Meeting at 6pm.
* Terry Knowles – Nancy got in touch with her and they have call scheduled for 3/15th at 2pm about Foundations and could we hire her, or can she recommend someone. We are looking for direction about fundraising.
* March 24th is our big day to visit libraries as expansion research.
* Managing Money for the expansion: Do we hire a consultant, do we manage it through the Friends Group, do we have someone who could step up? Nancy mentioned talking to Terry Knowles for direction. Dan mentioned other libraries that have given naming rights to all the different rooms. Immediately, if we receive any donations for the expansion it must go through the Friends. They can keep track of those funds.
* Discussed meeting with the Campton Library to get information on how they did their expansion

Friends:

* Friends are Planning the Plant Sale
* Ann Robinson passed away this week.

Old Business:

* Policies for: Maker Space tabled until next month
* April 4th Day of Giving – Dan set it up on the website.

New Business

* + - Donation of the Quilt – do we know who donated it? Can we move it off the wall? Going forward we need to keep track of donations, and a form filled out by the people making the donation. For example: who are the people in the portraits. They are very valuable, but we do not know who they are. They were restored in 2000, $925 PAID for restoration. We have not updated our contents list in a long time, approx. 5-10yrs, and this should be done for insurance purposes. We should put this on our to do list.
* Book Sale planning last week of July- tabled.

Action Items:

* Liz to send thank you cards for money donations and the items that were donated.
* Liz to add discussion of the Pavilion to the April Agenda
* Liz to send the ad for BOT alternates to Nancy for the newsletter.

Motion to adjourn made by Nancy Mayland/ Marilyn Cavanaugh 2nd. All in favor.

Meeting adjourned at 9:09pm

Liz Michaud, Secretary