*Griffin Free Public Library*

**Where Auburn Comes Together**

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

*Board of Trustees Meeting*

*January 9, 2023 at 7PM*

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

Nancy Mayland called the meeting to order at 7:00pm

Opportunity for the Public to speak:

* NA

Correspondence:

* Thank you note sent to Jessica Traynor

Review Previous Meeting Minutes:

* Reviewed the minutes of the Dec 12 meeting.
* Motion to approve the December minutes made by Marilyn Cavanaugh / Liz Michaud 2 nd. All in favor, motion passed.
* Action items reviewed.

Treasurer’s Report:

* Reviewed and discussed the Treasurers Report for December.
* We bought the computers, and checks have been given to folks to be reimbursed. Reviewed the restricted Gift report. Mary Hrubiec to use the money for Story Time. We will carry over the money for Summer Reading Program for next summer. Dan to use the money for General Books. Discussion of the Additional Funds balance, Staff will use this money to replace lost books and DVDs. Discussion of balances in each of the accounts, and whether we should move more money from the Book Sale and Additional Account to the Investment Account for the library expansion.
* 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
* Friday January 20th SMP will be visiting the library to take some measurements and chat with the staff. They said they would be available to talk with Patrons, BOS, Trustees, Staff, Etc.
* The Seed Library is up and running. A Seed Social is set for Feb 8 at 6:30 and is open to the public.
* Staff will use the Ipads for workshops on computer usage such as: Excel, first time use, create a website, etc.
* Mike from Parks & Req has been doing a number of jobs at the library, especially on the children’s room door.
* Dan did a lot of cleaning out of shelves in the office and the file cabinet.
* Dan to buy a new refrigerator for the break room as the old one is not working efficiently.
* Estimate to paint the front room, interior and exterior of the two front doors, was $2900. Dan trying to get a second estimate.
* Dan also getting estimates for fixing the children’s room door.
* We have two new computers for the librarians to use. We need to take them both down and copy all the specific software. We also need a wireless keyboard. Will also need the security company to come in and reset everything.
* Discussion of magazines. Dan to cancel the ones that don’t go out and order ones that patrons are looking for.
* We met our annual Operating Budget.
* We received a donation of kids games and puzzles from Lawson & Amanda Martinelli. Liz to send thank you!
* Discussion of craft events to be done by Cindy and others who are interested in helping teach a class.
* Statistics reviewed: Dan gave us year over year to review. Suggestion to use a QR Code to ask people to rate the story trail and to help us keep track of how many people use the trail so we can add them to patron counts for statistics.

Expansion:

* Capital Campaign Committee Meeting for the Library Expansion set for Wednesday Feb 1 at 7pm. All public is invited. We plan on making it a monthly meeting. We need at least one Trustee to be a liaison on this committee, and any other committees.
* Dan is researching grants for different aspects of the expansion.

Friends:

* Val has been officially hired by the Friends Group to improve their digital footprint.
* Brendan Dubois is scheduled to give a lecture April 20th 7pm.
* The Friends are very ambitious and have few ways to communicate to the public, Val should be very helpful.
* Hope is putting together a spread sheet for the Friends for the museum passes, to keep track of when they are due to expire and how much they cost.
* Upcoming event is the Library Giving Day on April 4th.
* The Friends are donating to the Coffee and Tea area.

Old Business:

* Motion to accept the updated Circulation Policy made Liz Michaud/Marilyn Cavanaugh2nd. All in favor.
* Motion to accept the updated Book Challenge Policy made by Liz Michaud/ Marilyn Cavanaugh 2nd. All in favor.

New Business

* Dan is coordinating events with the Audubon Society for three events this year.
* The director of the Audubon Society in Auburn is interested in being on one of the committees for the Library Expansion
* Liz to write up the report for the Annual Town Report and send to Dan for him to review and rewrite.
* Marilyn Cavanaugh would like to stay on the Board of Trustees but she does not want to continue being the Treasurer. Nancy to look into whether an alternate can be treasurer, if not Marilyn would like to continue on the board as an alternate and Cindy Berling would file to become an elected trustee.
* Liz to advertise for alternate. Discussion about increasing the board to 5 members in the future.
* Hope to start setting up library tours for the spring.

Action Items:

* Dan to send the wild animal removal contact information to Liz.
* Nancy to send me a new contact for contact information sheet to Liz.
* Liz to make updates to the contact list with info from Dan and Nancy.
* Liz to send copies of all the special meeting minutes to Mimi.
* Liz to add to February Agenda moving money to Investment Acct.
* Liz to add to February Agenda discussion of donating the quilt and lego table.
* Liz to send Thank You to Lawson & Amanda Martinelli for the donation
* Nancy to check the RSA’s regarding the Trustee Position, and either Marilyn or Cindy will file for election.

Motion to adjourn made by Marilyn Cavanaugh/ Liz Michaud 2nd. All in favor.

Meeting adjourned at 8:53pm

Liz Michaud, Secretary