

*Griffin Free Public Library*  
**Where Auburn Comes Together**  
**To Discover, Create, Connect and Succeed!**

*Board of Trustees Meeting*  
*November 14, 2022 at 7PM*

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

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

Opportunity for the Public to speak:

- NA

Correspondence:

- NA

Review Previous Meeting Minutes:

- Reviewed the minutes of the Oct 10th Meeting.
- Motion to approve the minutes made by Liz Michaud/ Nancy Mayland 2<sup>nd</sup>. All in favor, motion passed.
- Reviewed the minutes of the Oct 11th Meeting.
- Motion to approve the minutes made by Liz Michaud/Nancy Mayland 2<sup>nd</sup>. All in favor, motion passed.
- Reviewed the minutes of the Oct 24th Meeting.
- Motion to approve the minutes made by Liz Michaud/Nancy Mayland 2<sup>nd</sup>. All in favor, motion passed.
- Action items reviewed.

Treasurer's Report:

- Reviewed and discussed the Treasurers Report for October.
- Transferred the home bound grant money to unrestricted.
- Money to pay back pay for pizza during the book sale to come out of the book sale acct.
- Motion to accept the report and place it on file subject to audit made by Nancy Mayland/ Marilyn Cavanaugh 2<sup>nd</sup>. All in favor, motion passed.

Directors Report:

- Reviewed the report
- Chris Sterndale the new Town Admin has been updating the website and we need to get emails of the library minutes to Mimi.
- It appears the landscaper smashed a light and knocked over a sign and some gutters. The repair is \$600, Dan is working with the landscaper to see if they will pay for it.

- Energy audit, Nancy mentioned a company she is using through Eversource. Dan Carpenter did put some Styrofoam against the bulkhead to try and reduce the cold air flow into the library
- Seed Catalog: The Garden Club got together and did some seed organizing, and Dan has a contact to get more in the spring. We reviewed and discussed the new policy. We need a strong table to elevate the catalog off the floor. We will have a soft opening now and an event in the January time frame.
  - Motion to accept the Little Free Seed Library Donation and Usage Policy made by Marilyn Cavanaugh/Liz Michaud 2<sup>nd</sup>. All in Favor.
- Discussion of the Library of Things and how these items are cataloged. Dan is working on a Library of Things Policy and will present that next month.
- The park bench has been installed and dedicated to Bill Herman.
- The Friends have agreed to have Valerie come to the Friends meeting to discuss her becoming a freelancer to give them a digital presence.
- Discussion about bringing Mary on full time, meeting with the budget committee is coming up and Dan is putting together reasoning around the position of a full time children's librarian who is also our primary cataloger
- Budget, at 74% of our total budget. Maintenance issues have driven this up , but we are already ahead of the game. MRI Invoice and Movie License Invoice to be taken out of the Gift Account
- Friends: Paul Diorin was a huge success. Dan looking into a bringing Brendan Dubois to do a lecture. Rebecca Rule is also an author that the Friends would like to bring in.
- Book Reconsideration Policy Discussion. Dan stressed how important this policy is.
- Holiday hours; Motion to close the library for the hoidays the day before Christmas and New Years, 23<sup>rd</sup> and 30<sup>th</sup>, made by Nancy Mayland / Marilyn Cavanaugh 2<sup>nd</sup>. All in favor.
- Expansion Update: The expansion hub website is up and running. The RFP has gone out to 22 firms. If we get questions about the expansion, we can direct them to the Library website expansion hub.
- Discussion about reviewing the RFPs that come in. Nov 30<sup>th</sup> is deadline for submission. How to we want to review? Everyone will need to come into the Library to pick up our paper copies.
- Suggestions: After we review the submissions, we should invite Chris Sterndale and Amy LaChance and the selectmen to come to the meetings.
- Statistics reviewed; Everything looks good

#### Friends:

- The Nov 1<sup>st</sup> Paul Doiron event was a great success.
- They have scheduled a Psychic event for November with Liz Robidoux.
- It was discussed that the Friends Group need a digital presence. Dan Suggested they hire Val for a few hrs per week.
- Santa Breakfast – not doing it this year.

Old Business:

- MRI meeting went well.

New Business

- Discussion of letter from Hope regarding potential for a Sr Library Assistant position. Dan would need to write a new job description that would be submitted to the joint board and approved and then decide on the labor grade. First we need to get a full time children's librarian.

Action Items:

- Dan to send the wild animal removal contact information to Liz
- Dan to update the challenged book policy
- Dan to create a Policy for the Library of Things items
- Liz to send town hall copies of the meeting minutes

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

Meeting adjourned at 9:11pm  
Liz Michaud, Secretary