*Griffin Free Public Library*

**Where Auburn Comes Together**

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

*Board of Trustees Meeting*

*February 2, 2022 at 7PM*

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

**Absent:** Nancy Mayland, Chair.

Liz Michaud called the meeting to order at 7:02pm

emails if people want to be put on a list.

Dan put out some snacks. Mentioned that we are a Library and a Museum, and that going forward we envision this front room as our museum room.

Tonight’s meeting is an organizational meeting to see who would come. We want to find out how much interest there is at this stage of the expansion. We need to start finding community support, meaning people who are willing to become members of committees.

We will have a Capital Campaign committee to do fundraising and a Building Committee to help oversee the architects. These will be advisory committees who will have some oversite on the decisions made on the expansion. Each committee will have a trustee liaison and will need 5-7 people. We are hoping that some of the people tonight will be interested in joining one of the committees.

We don’t know yet how much the expansion will this cost? But we know it will not be cheap. We hope to raise a good amount of money through grants and fundraising so that the town does not have to pay for the whole thing.

Dan gave a summary of the history of the library:

* 1831 Sebastian Griffin was born. He lived in a house that was next door, where the Visiting Angels is located. The front room in the library was his “Man Cave”, he collected stuffed birds, farm implements, shells, Native American artifacts, books, and other things.
* 1893 he deeded this room to the town as a library and museum, and the building was moved to its current location.
* 1895 two back rooms, children & circulation room, were added.
* 1962 the wood stove was changed to a gas stove.
* 2004 The porch, office and fiction room were built, and plumbing was added.
* 2018 community members bought the additional land so we now have 2 acres.

The Patio was boy scout project, story walk was a boy scout project, and the garden box was girl scout project.

When we expand, we will build on the back of the library going into the park area.

We reviewed the hand out that has information about NH Libraries that was put together by our library consultant. Important to note is that the Griffin Free Public Library is the smallest per capita of all libraries in NH.

67% of our users are children and their families. We have no space for many of the activities and meeting that would like to take place at the library, no room for reference material, no place for children to spread out, no space for teens, not enough parking too. The list goes on.

At the end of the Needs Assessment it says “It is urgent that the GFPL be enlarged and expanded – as soon as possible”

The Town allocated $20K in 2022 for the Trustees to engage with an architect firm to start planning and drawing up some ideas for the expansion. They are already working with the Trustees and developing a new floor plan.

Meetings that are scheduled with SMP, the architect, were to put them on the calendar. The committees will be able to adjust dates and times can be adjusted as needed.

Dan mentioned our Expansion Hub website.

Once the budget passes in March the second $20K will be freed up to hire a construction manager to work with the architect. We hope to have a virtual walk through and drawing of the proposed library expansion early next year.

The Committees will be very important. We need to start raising money from individuals for larger donations, then smaller amounts, write grants. We need to create a capital campaign, find a grant writer and maybe create a foundation.

Timeline: Summer 2023 we should have a proposed expansion drawing, then fundraising will tak approximately 1to 1-1/2 years, and then building could begin. Best case is 3 years. Biggest bulk of our time will be spent raising money. Once we get numbers from the architects then we can start. Talked about starting with the “quiet phase” of the fundraising looking for a small amount of people who can make a significant donation of money, then move to the “loud Phase” where we open it up for a large amount of small donations. We may need to hire a professional campaign manager who can help us with the fund raising, and finding a grant writer.

We hope to raise at least $500K and then ask the town to fund the rest. But we can’t put a number on it until the architect gives us a budget. Then there will be money needed for stuff in the building, furniture, technology, books, etc.

Hope to have something on the town warrant in 2025.

The expansion: we have a conceptual plan from the needs assessment. Meeting space, community center that is available to the town, expanded space for the children’s area, an area for teens, a comfortable reading/seating area, makerspace, media room.

Having gone to a lot of NHLTA conferences and talking to other libraries that have done expansions, it is a process and it is daunting but by no means impossible.

Proposed 10,000 ft, now we are 1,940 square feet – about 3,000 of the expansion is for the community center.

The Trustees have visited other libraries that have done expansions, and we are planning to see a few more in March.

We are teaming with Parks & Reqs to have a community center for all Auburn events as part of the expansion. This needs to be a space that is for all ages, kids, teens, young adults, adults, seniors. Multigenerational.

A challenge is reaching everyone in town, via the Crier, facebook, website, local papers. Working with AVS and trying to with the Pinkerton library.

Dan spoke to bunch of the middle school kids who come after school and asked “what would we need to offer to bring you to the library regularly? events, snacks? Teen lock out?”

It is important to talk with other libraries who have raised funds and get ideas from them. what worked and what didn’t work. Hope Garner has been researching grants.

Marilyn is reading a book Fundraising for Non-profits. It asks, who are donors in general? Let them know that you are worthwhile for them to donate to. But how do you find that information, we’re not sure.

Looking for a local chair for the fundraising committee, or will need to hire a professional. We will need to fundraise from local businesses and organizations too. Some businesses/employers do matching for fundraising.

We are a service organization, but we need to switch our thoughts to ask for money / selling ourselves.

What can we do to raise money – this is the first question for the Campaign Committee.

The Trustees already have an Investment account with $41K to start off the fundraising. The Friends groups is a 501c3 and can take donations now. We may need to create Foundation that would be separate from either the Trustees or the Friends.

Questions:

What are we doing with the building now ? The expansion will be attached to this building, it has to stay.

Are we looking at a second floor? That’s yet to be determined based on a land survey and the wetlands.

What does the Auburn community feeling about the expansion? Generally, so far the feedback has been positive. We have not heard any negative feedback. We know we will hear negatives in the future and it will be up to us to explain why this is needed.

The group thinks it will be easier than trying to pass the school because this is for all aspects of the community.

Should we try and get the building officially designated as a historical building?

Suggesting a media campaign, networking, not everyone needs to open the wallet, sometimes it’s just helping out and spreading the word about the library.

Ideas for fundraising : runs, or piggy backing with other events like the run around the lake. Buy a brick, or get a plate in your favorite book for a certain dollar amount

Do we have to wait till a certain point to take donations? No – we can start taking donations now. The Trustees have the investment account and The Friends will keep track.

Motion to adjourn made by Cindy Berling/ Marilyn Cavanaugh 2nd. All in favor.

Meeting adjourned at 8:18pm

Liz Michaud, Secretary