

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

Board of Trustees Meeting
February 13, 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 the Martinelli Family.

Review Previous Meeting Minutes:

- Reviewed the minutes of the January 9 meeting minutes.
- Motion to approve the January 9 minutes made by Marilyn Cavanaugh / Liz Michaud 2nd. All in favor, motion passed.
- Action items reviewed.
- Reviewed the minutes of the February 1 meeting minutes.
- Motion to approve the February 1 minutes made by Marilyn Cavanaugh / Nancy Mayland 2nd. 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.
- Discussion of magazines.
- The Seed Library Social was well attended.
- Staff will use the iPads for workshops on computer usage such as: Excel, first time use, create a website, etc.
- Working on the old computers to delete files and backup files we need to move to the new computers.

- Painting update: Reviewed the three quotes we've received for the current work. Then will ask them for an estimate on the porch floor. Dan to use money from the "additional funds" acct.
 - A motion to hire Mikes Carpentry to paint the front room and the exterior of two doors made by Nancy Mayland/ Marilyn Cavanaugh 2nd. All in favor
- Dan will also have new valances made for the front room and will get estimates on replacement stringless shades.
- Mary Hubriac's Annual Review will be done this month and brought to next month's meeting.
- The Children's Room door and sill will need to be done in the spring. Nancy suggested that Dan start getting estimates and then talk to Chris Sterndale.
- Talked about having a table at voting day to promote the library, library cards and the Friends Group.
- Policy book has been updated, Trustees to do a final review.
- Reviewed the Patron Code of Conduct minor update. Motion to accept the edited version, for commas, made by Nancy Mayland/ Marilyn Cavanaugh. All in favor.
- Reviewed the Meeting Space policy. Dan added to the policy and will rewrite it in the future. Nancy would like the re-write to include a form. Motion to accept made by Nancy Mayland/ Liz Michaud 2nd. All in favor.
- Statistics reviewed: Everything looks good, and Dan is focused on getting feet into the library.

Expansion:

- The meeting went well, although we had hoped to have a few more people attend.
- Next meeting is April 22nd and will focus on the building. We will ask someone to be the chair and we are still recruiting people.
- As we go forward Cindy will be the liaison for the Capital Campaign Committee, and Nancy will be the liaison for the Building Committee.
- March 24th is our big day to visiting 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:

- Library Donation Day – working on a program.
- Brendan Dubois is scheduled to give a lecture April 20th 7pm.
- The Friends donated to the Coffee and Tea area.

Old Business:

- Policies for: Maker Space tabled.

New Business

- Book Sale Planning – July 29 & 30 – keep on tickler for May meeting
- Discuss moving money to Investment Acct: We have over \$9,000 in our book sale account, Nancy suggested we move \$5,000 to the PDIP account. Nancy to speak with the Town Treasurer to find out how we do that. Motion made by Nancy Mayland/ Marilyn Cavanaugh 2nd. All in favor.
- Discuss donating the quilt and lego table – The Lego has suddenly become very popular so we will keep it. Discussion of the quilt, Nancy suggested we think about what we would like to have there instead. Discuss next month.
- Dan asked about 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.
- April 4th Day of Giving - Val and friends handling.
- Review Contact List

Action Items:

- Marilyn to write a check to Jessica Trainor for the magazine subscriptions.
- Trustees to review the policy book as a once over.
- Dan to get estimates for the Children's room door & sill.
- Nancy to talk to Terry Knowles about hiring her to come to a meeting to talk about money for the expansion.
- Liz to send the add for BOT alternates to Nancy.
- Liz to add quilt donation to next months meeting
- Liz to Send Asset List to Dan

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

Meeting adjourned at 9:31pm
Liz Michaud, Secretary