

*Griffin Free Public Library*  
**Where Auburn Comes Together**  
**To Discover, Create, Connect and Succeed!**  
*Board of Trustees Meeting*  
*May 9th, 2022 at 7pm*

**Present:** Nancy Mayland, Chair; Liz Michaud, Secretary; Cindy Berling, Alternate Trustee, Hope Garner, Staff; Chris Chickering, Staff; Dan Szczesny, Staff.

**Absent:** Marilyn Cavanaugh, Treasurer

Nancy Mayland called the meeting to order at 6:59 pm

Motion to temporarily elevate Cindy Berling to Trustee made by Liz Michaud/ Nancy Mayland 2<sup>nd</sup>. All in favor, motion passed.

Opportunity for the Public to speak:

- NA

Correspondence:

- Sent Thank You note to the Greggs

Review Previous Meeting Minutes:

- Reviewed the minutes of the April 11th Trustee Meeting.
- Motion to approve the minutes made by Cindy Berling/Liz Michaud 2<sup>nd</sup>. All in favor, motion passed.
- Reviewed the minutes of the April 18<sup>th</sup> Trustee Meeting at 5pm.
- Motion to approve the minutes made by Nancy Mayland/Liz Michaud 2<sup>nd</sup>. All in favor, motion passed.
- Reviewed the minutes of the April 18<sup>th</sup> Staff Meeting with Trustees at 7pm.
- Motion to approve the minutes made by Liz Michaud/ Cindy Berling 2<sup>nd</sup>. All in favor, motion passed.
- Reviewed the minutes of the April 22<sup>nd</sup> Trustee Meeting.
- Motion to approve the minutes made by Cindy Berling/Liz Michaud 2<sup>nd</sup>. All in favor, motion passed.
- Reviewed the minutes of the April 25th Trustee 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 April 27<sup>th</sup> Trustee Meeting.
- Motion to approve the minutes made by Nancy Mayland/Cindy Berling 2<sup>nd</sup>. All in favor, motion passed.
- Reviewed the minutes of the May 9<sup>th</sup> 10am Trustee Meeting.
- Motion to approve the minutes made by Nancy Mayland/Cindy Berling 2<sup>nd</sup>. All in favor, motion passed.
- Action items reviewed.

#### Treasurer's Report:

- Reviewed and discussed the Treasurers Report for April.
- Motion to accept the report and place it on file subject to audit made by Cindy Berling/Nancy Mayland 2<sup>nd</sup>. All in favor, motion passed.

#### Directors Report:

- No Directors report / no director.
- Reviewed Statistics provided by Chris Chickering, most line items are up and we have good activity at the library.

#### Friends of the library

- The Friends had a Plant Sale on May 7<sup>th</sup> and they did well. They made a profit of approx. \$800 and they are going to do a follow-up sale next Saturday.
- Dan found the friends banner in the office.
- Four pending passes will be renewed for this year.
- Nancy took two bags of donated plastic to Shaws. We are still waiting on the donation bins.

#### Old Business:

- Director update – we have interviewed candidates and will go into non-public tonight to make a decision.
- Update on the Laminator, it has not been ordered yet.
- Better World Books: Hope has changed our account with them and has created a folder in the office with all the information.
- Pages: Dan Szczesny spoke to Bella Traynor about becoming a page during the summer. We will need to create a job description and present it to the Joint Board in the fall. In addition, do we need a new job description for Substitute librarians? We have a group of people who could be on call to cover at minimum a 2hr shift for vacations or when staff are sick. They would have to go through the hiring process before they could be on the list, they would get the same grade and level as the assistant librarians. No need for a new job description.
- Gutters: Two people coming this week (these are the 4<sup>th</sup> and 5<sup>th</sup> people to come look and potentially give us a quote).
- Labor violation minutes: The Library is in good shape; we have already replaced the emergency light that was on the list. The sheets for the bulletin board have still not come in so Dan will do some research.

#### New Business:

- Donation Box Policy: Nancy pulled an example from another library, and it was reviewed. Liz to draft up a policy document based on this example and adjustments
  - Give Jamie a conditional approval for the Girl Scout Donation bin.
- Discussion about magazines, ones that are catalogs and others that aren't. Maybe a social media post on magazines would help to increase circulation. Discussion on what magazines we could add, Cindy suggested gardening and homesteading.
- Dan Szczesny invited new Town Admin Dan Goonan to visit the library. He said he will be happy to but maybe in a few weeks.

- Discussion about Consortium or co-op between local small libraries in our area.
- Summer reading plan, Mary sent out letters to previous supporters and she will put any donations toward a performer as an end of summer event.
- Landscaping discussion: We will need more mowing the Story Walk trail. Dan is trying to get ahold of the landscaper to discuss the timing and any additional cost.
- Extra hours available in the payroll this year, could be used for projects. Mentioned that Mary Hrubiec is working full time without benefits, could a bonus be given? Will she continue this after a new Director is hired? The new Director will check with Mary.

Any Other Business:

- Book donations; It was suggested that we post a sign on the porch asking people not to leave book donations as we have run out of space.
- Paul Doiron – Sept 20<sup>th</sup> at 6:60, event is confirmed

**Non-Public Session pursuant to RSA 91-A:3,II(a)** The dismissal, promotion, or compensation of any public employee or the disciplining of such employee.

A motion to go into non-public session pursuant to RSA 91-A:3,II(a) made by Liz Michaud /Cindy Berling seconded the motion. A roll call vote was taken. Nancy Mayland voted aye, Liz Michaud voted aye, Cindy Berling voted aye. With all in favor, the motion passed unanimously.

The meeting room was closed to the public at 8:25 pm.

- Nancy informed the board of an FBI investigation by Veteran Affairs regarding a person who is being investigated for child pornography, using computers at public libraries.
- Discussion of two candidates for Library Director, we have already ruled out a third candidate.
- Discussion of possible expansion of Christine's roll to include administrative activities such as statistics, filling out budget forms, etc. to be discussed with the new director.
- Decision made to hire Dan Szczesny as out new Library Direction
- Motion to hire Dan Szczesny as our new Library Director made by Liz Michaud/ Cindy Berling 2<sup>nd</sup>. All in favor.

A motion to exit the non-public session made by Liz Michaud/ Cindy Berling 2<sup>nd</sup>. All in favor.

The meeting room was reopened to the public at 7:48pm

A motion to seal the minutes of the non-public session made by Nancy Mayland /Cindy Berling seconded the motion. A roll call vote was taken. Nancy Mayland voted aye, Liz Michaud voted aye, Cindy Berling voted aye. With all in favor, the motion passed unanimously.

Action Items:

- Liz to amend the Meeting Space Policy to add a line for people to sign and put on agenda for next month.
- Amend minutes for Staff Meeting to say Staff Meeting with the Board of Trustees.
- Liz to check with Mary about ordering the laminator.
- Dan to put together a list of library Subs for the next meeting.
- Liz to add to the June agenda, Page job description.
- Board to ask at NHLTA about co-op between Candia and Auburn.
- Add to June agenda: Write up bonus proposal for the Joint Board to vote on, someone to do research
- Nancy to check with Town Hall regarding Payroll year to date.

Motion to adjourn the meeting made by Cindy/Liz Michaud 2<sup>nd</sup>. All in favor.

The next board meeting will be held June 13 at 7pm.

Meeting adjourned at 9:19 pm  
Liz Michaud Secretary