

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

Board of Trustees Meeting
September 23rd, 2022 at 7PM

Present: Nancy Mayland, Chair; Liz Michaud, Secretary; Cindy Berling, Alternate Trustee; Dan Szczesny, Director; Marilyn Cavanagh, Treasurer; Hope Garner, Library Assistant; Scott Myers from Municipal Resources Inc (MRI).

Nancy Mayland called the meeting to order at 6:56pm

Listening Session for the community:

- The Board of Trustees have contracted MRI to facilitate a meeting with the community to get feedback on the library expansion. Scott Myers will be the moderator and attended this meeting to understand what we want to accomplish at this meeting and give us feedback on this we need to do the prepare.
- We are hoping for approx. 50 ppl to attend the meeting on October 11th at 6:30pm.
- Scott Myers from MRI (Municipal Resources Inc) just got the needs assessment, and he will review. The BOT answered most of the questions posed by Scott, other questions can be answered in the Library Assessment. A discussion was held about potential library designs, funding, and if there's support for the library in town. The town is growing, changing and we need to see what the town would like for the future. The town population has increased, we are a bedroom community, but we should find out about the age demographics of our town on the last census.
- Scott said we don't need to send out a mailer as we can announce the meeting via feedback, website, and by word of mouth.
- Scott said that it's good to have something visual to show the public before and during the Listening Session; pictures, charts, drawings, just something visual. There was lots of discussion about drawing up a floor plan or showing floor plans from other towns that have done expansions to show the public what we could do. Dan and Hope will pull information about expansions that have been done at other libraries. We have visuals of the property that was bought and an example of what 10,000 ft space would look like on the new property. We have photos that could be displayed as well.
- We summarized the wish list for the library: meeting space, teen space, shelving, computers, reading area, maintenance increase, staff increase, tables and chairs, Etc.
- Visuals should be blown up and on a on easels, large enough for people to see.
- We would like to turn the 20-page library assessment summary into a 2-page hand out. Would like to find out the community's Needs, Wants, and Wishes. We should have a survey on the back of the handout that we will ask people to fill out and hand back after the meeting. They can drop off at end of meeting or drop off at the library. Have will have copies at the library and on-line available to patrons who can't attend the meeting.

- We should mention we'll look for grants and do a capital campaign to raise funds (in 2020 we thought we would need 5-7M).
- Light refreshments are always a nice to have, doors open at 6pm meeting will start at 6:30.

What do we do after the meeting?

- Scott will create some notes and Liz will send him these minutes so he can put together a outline for the meeting. After the community meeting Scott will send us a report approximately two weeks later.

Budget Discussion:

- Dan spoke with Patti regarding the requirements for doing a focus group before the bid. It is in the meeting minutes from a BOS from 202. It is not an RSA requirement.
- Danny Goonan, Town Admin, will start the RFP now and have it drafted before the focus group.
- Dan Szczesny sat with Patti Rousseau regarding this year's budget, it will be very closely reviewed by the BOS and the Budget Committee. We need to make sure we are very clear about our needs for 2023.
- The new Town Admin starts 10/24.
- Discussion of bringing Mary on full time; reminder we are not asking for any additional hours, the payroll will not change, it will just be an increase in benefits.
- Break Down of the budget increases we are increasing:
 - Eversource – we have no control
 - Palmer Oil – we have no control; we use the blend as our tank is outside and very few place sell it.
 - Downloadable books – 7.5% increase because digital costs are going up.
- Children's room door replacement: Dan has a quote, and this should come out of the Town Building Maintenance budget.
- Discussed the funds that Dan can use for discretionary items.
- Motion to move money left over from the Homebound Grant in the amount of \$316 to the unrestricted account made by Nancy Mayland/ Marilyn Cavanaugh, All in favor
- Dan will work on spending the money in the gift account.
- Jaimie L'Italian sent a thank you note, Nancy read it out loud.
- Discussion about upgrading our technology. We need a new computer for the public and need the two computers at the circulation desk and make sure we have the same applications on both.

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 Nancy Mayland /Marilyn Cavanaugh seconded the motion. A roll call vote was taken. Nancy Mayland voted aye, Marilyn Cavanaugh voted aye, Liz Michaud voted aye. With all in favor, the motion passed unanimously.
 - The meeting room was closed to the public at 8:25 pm.
- A motion to exit the non-public session made by Nancy Mayland/ Liz Michaud 2nd. All in favor.
 - The meeting room was reopened to the public at 9:25pm
- A motion to seal the minutes of the non-public session made by Nancy Mayland /Marilyn Cavanaugh seconded the motion. A roll call vote was taken. Nancy Mayland voted aye, Marilyn Cavanaugh voted aye, Liz Michaud voted aye. With all in favor, the motion passed unanimously.

Action Items:

- Dan and Hope to turn the 20 page assessment into a 2 page hand out
- Create a survey as a hand out afterwards and available online
- Put together a few visual things for the community to view and think about
- Liz to put together poster boards of the photos
- Hope to send information to Scott.
- Nancy to talk to Danny regarding the letters.
- Liz to pick up Nancy's thumb drive and bring to Cindy.
- Liz to bring back the historical books to the library back.

Motion to adjourn made by Nancy Mayland/Liz Michaud 2nd. All in favor.

Meeting adjourned at 9:39 pm

Liz Michaud, Secretary