*Griffin Free Public Library*

**Where Auburn Comes Together**

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

*Board of Trustees Meeting*

*December 13, 2021 at 7pm*

**Present**: Nancy Mayland, Chair, Marilyn Cavanaugh, Treasurer; Liz Michaud, Secretary; Kathy Growney, Library Director; Cindy Berling, Alternate Trustee, Hope Garner, Staff.

**Absent:**

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

Correspondence:

* NA

Review Previous Meeting Minutes:

* Reviewed the minutes of the November Trustee Meeting.
* Motion to approve the minutes made by Marilyn Cavanaugh/ Liz Michaud 2nd. All in favor. Motion passed.

Treasurer’s Report:

* Reviewed and discussed the Treasurers Report for November.
* Motion to accept the report and place it on file subject to audit made by Liz Michaud/ Nancy Mayland 2nd. All in favor. Motion passed.

Directors Report:

* Reviewed and discussed the Directors Report for November
* Staff requested a lamination machine. Kathy researched and recommended we get a larger version as we will need to use it for the story walks here and at the Audubon. Sending these out for laminating is very expensive and in the long run purchasing our own machine would save money. Funds to come from the budget and from the gift account.
* Reminder about days that the library will be closed.
* Two new chairs have been purchased for the library staff.
* Firewall has been renewed for three years.
* Jaime L’Italian has been doing STEM kits and they have been very popular.
* Reconsideration Policy redo to include programming and displays.
* Motion to accept the amended policy made by Liz Michaud/ Marilyn Cavanaugh 2nd. All in favor.
* Received a $500 donation from James and Patricia Davenport for programming.
  + - * Motion to accept made by Marilyn Cavanaugh/ Liz Michaud 2nd. All in favor.
* Reviewed statistics: We are about on par with how we were before the pandemic.

Friends of the library

* The Friends have agreed to purchase a new summer reading program for the library called Beanstack. This program is highly recommended, and the purchase now will allow the staff time to get trained. It can also be used year-round for other programing after we complete the summer reading program.
* The Friends will not meet in January but will meet via Zoon in February.
* The Friends will have a holiday party on Jan 14th 6:30 at Nancy Maylands house.

Old Business:

* Strategic Planning Meeting rescheduled for Jan 24th at 7pm.

New Business:

* Hope gave hand out to the Board and discussed ways we can make our town wide event more successful. The goal is to help the community understand that the library is a real asset to the town. Internally the staff will start documenting real stories of patron challenges, how the library helped to solve them to keep a record of how the library is an asset. The idea is “Problem, problem solved, library intervention.” We will share then internally at first, then start to share them at town hall budget meetings, and maybe eventually on-line. The Staff will start to collect these stories starting in January. This will help us demonstrate our value statement.

Any Other Business:

* Motion to enter non-public session pursuant to the provisions of RSA 91-A:3,II(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee made by Nancy Mayland/Marilyn Cavanaugh 2nd. All in favor.
* The Board delivered and discussed Kathy’s annual performance review.
* Motion to exit non-public session pursuant to the provisions per RSA 91-A:3,II(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee made by Marilyn Cavanaugh/Liz Michaud 2nd. All in favor.
* Motion to approve the increase for Kathy Growney based on satisfactory review and award her a step increase from a labor grade 16, step 7 to labor grade 16, step 8.
  + Motion to accept the above by Nancy Mayland/Liz Michaud 2nd. All in favor
* Motion to approve the increase for Chris Chickering based on satisfactory review and award her a step increase from a labor grade 5, step 6 to labor grade 5, step 7.
  + Motion to accept the above by Liz Michaud/Nancy Mayland 2nd. All in favor
* FYI – issues with the comcast bills, Kathy working with town hall and with comcast.

Action Items:

* Liz to send a thank you to the Davenports.
* Kathy to look into becoming a notary.

Motion to adjourn the meeting made by Marilyn Cavanaugh/ Liz Michaud 2nd. All in favor.

The next board meeting will be held Monday January 10 at 8:38pm.

Meeting adjourned at 8:38 pm

Liz Michaud Secretary