

Griffin Free Public Library
Where Auburn Comes Together
To Discover, Create, Connect and Succeed!
Board of Trustees Meeting
March 14, 2022 at 7pm

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

Public: Suzanne

Absent: Marilyn Cavanaugh, Treasurer

Nancy Mayland called the meeting to order at 7:05 pm

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

Opportunity for the Public to speak:

- NA

Correspondence:

- NA

Review Previous Meeting Minutes:

- Reviewed the minutes of the February Trustee Meeting.
- Motion to approve the minutes made by Liz Michaud/ Cindy Berling 2nd. All in favor, motion passed.

Treasurer's Report:

- Reviewed and discussed the Treasurers Report for February.
- Motion to accept the report and place it on file subject to audit made by Cindy Berling/ Liz Michaud 2nd. All in favor, motion passed.

Directors Report:

- No Directors report / no director.

Friends of the library

- Have not met this month yet, they will meet tomorrow.

Old Business:

- We have received one application. We will extend the date on the job opening to April 15th. A discussion was held about other places where else we can post the job opening.
- The laminator has still not arrived.

New Business:

- The Board reviewed the Emergency Closing Policy and made a few changes.
 - Motion to accept the policy changes made by Nancy Mayland/ Cindy Berling 2nd. All in favor, motion passed.
- Dan Szczesny received the invoice for the spring semester of his library class, the board discussed paying a portion.
 - Motion to provide \$200 towards Dan's Para Librarian class, subject to his successful completion of the class, made by Liz Michaud / Cindy Berling 2nd. All in favor, motion passed.
- The Public Computer was very bogged down and slow, Mary Hrubiec's daughter cleaned it up free of charge. Nancy asked the staff to create reminder to clean out and defrag the computer once a quarter. The Staff mentioned the library does not have a calendar for routine reminders, although they each have routine tasks. The Board to put this on the list for the new director. The Staff can provide input on items that should be routinely done, a suggestion was made to create a google doc.
- Chris Chickering suggested we post the reconsideration form on the web site. Dan Szczesny got it posted.
- Chris Chickering asked the Board to review the policy about groups who use the library when it is not open during off hours. Liz to add to the April agenda.
- Dan Szczesny asked about Policy for Events, are we still limiting the number of people?
 - Motion made to amend our interim covid capacity policy for adult programming, to increase the capacity to a maximum of 25 people made by Nancy Mayland/ Cindy Berling 2nd. All in favor, motion passed.
- Nancy spoke to Bill Herman rules regarding non-public sessions and was informed there is a new law requiring boards to keep a log of all the non-public sessions that must be routinely reviewed to see if they can be unsealed. Nancy created a log and Liz to update.

Any Other Business:

- Dan discussed the "library of Things" and the Facebook trail where patrons suggested items that we could loan. He's putting together a virtual library of things for his class that could eventually be used for real.
- Hope Garner mentioned we are still getting books donations and asked if the Board has decided if we will hold the Book Sale this year. The Board believes we can safely hold the sale. Hope to talk to Fay Hanscomb to see if she is willing to organize the sale again. Dan suggested we put books out to sell in the interim using an honor system for payments.
- Discussion about people who would be willing to be an alternate on the Board. Board and Staff members to recruit for alternates. Cindy has two potential candidates.
- Hope asked if there has been any further discussion with the BOS regarding the library expansion. Nancy to check with Bill Herman regarding a meeting with Primex.
- Discussion about inviting the selectman over to the library, Dan to reach out. Dan will encourage all of them and their families to get library cards.

Action Items:

- Liz to post the opening on Linked In
- Nancy to post the opening on Indeed, and VT & ME List serve.
- Nancy to check with Bill about posting the Library Director Job Opening.
- Nancy to check with Kathy to see where she posted the opening.
- Hope to check on the laminator order.
- Liz to add the Policy regarding use of the library on off hours to the April agenda.
- Liz to add sealed minutes to the log, and review at the next meeting.
- Liz to send a copy of the contact list to the Staff Email to be printed and posted.

Motion to adjourn the meeting made by Nancy Mayland/Cindy Berling 2nd. All in favor.

The next board meeting will be held April 11th at 7pm.

Meeting adjourned at 8:31 pm

Liz Michaud Secretary