

Trustee Meeting December 14, 2015

Griffin Free Public Library

Present: Nancy Mayland, Chair, Jeanni Worster, Treasurer, Lorraine Senechal, Secretary

Alternates: Sharon Bluhm, Liz Michaud, Joe Forest

Library Director: Kathy Gowney

7:03 PM

Minutes of the November 9, meeting were read and accepted: motion made by Jeanni/Lorraine 2nd.

Minutes of the November 17th meeting were read and accepted: motion made by Lorraine/Jeanni 2nd.

No correspondence was received or sent.

The Treasurer's report was read and accepted: motion was made by Nancy/Lorraine 2nd.

Director's Report: See attached

Friends of the Library Report:

At their last meeting the Friends finalized plans for the Santa Breakfast which was held Saturday, December 12th. It was a huge success. Everything went very smoothly. The Chorus and the band did a very good job. Expenses were estimated at approximately \$85.00 and ticket sale brought in roughly \$928.00. The Friends have already thought of ways to improve next year's Santa Breakfast.

There was no new information regarding the parking lot.

Reorganizing and disposing of unneeded items in the shed was discussed. This will be done at a later date when the weather is more conducive.

Kathy will given time to familiarize herself with our policies to see if she recommends any changes.

Our fire alarms have been fixed.

Chimney repairs have been put on hold till spring due to cold weather.

Our furnace has been repaired and we now have heat.

The Holiday schedule was discussed. It is believed that staff may be unaware or may have forgotten about their floating holiday. Kathy will be putting it on the agenda for the next staff meeting.

As in the past Frank Hanscomb will be the person shoveling our walkway this winter.

The outdoor chairs and umbrella will be put in the shed and the table will be covered for the season.

Jeanni suggested to end the minutes with Action Items as we had in the past. This would enable us to see what needs to be done at a glance.

Action Items:

- Send the Board copies of the Director's Report and article for the Auburn Village Crier
- Call COCCI to update server to reflect changes made by Comcast last week and to troubleshoot the networked printer and public catalog
- Update the fine policy on the website to accurately reflect the new policy
- Move chairs and umbrella from the patio to the shed
- Call Bywater and request invoice
- Discuss floating day at Staff Meeting

A motion to adjourn was made by Jeanni/Lorraine 2nd.

Meeting adjourned at 8:58 PM

Next meeting will be January 11, 2016 @ 7:00 PM

Respectfully submitted

Lorraine P. Senechal, Secretary