

Griffin Free Public Library  
Board of Trustees Meeting  
January 11, 2016

**Present:** Nancy Mayland, Chair; Jeanni Worster, Treasurer  
Liz Michaud, Alternate; Sharon Bluhm, Alternate; Joe Forest, Alternate  
Kathy Growney, Library Director:  
**Absent:** Lorraine Senechal, Secretary

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

Alternate, Liz Michaud was selected to represent Lorraine in her absence.

Opportunity for the public to speak

- No public was in attendance

Review previous minutes

- The minutes of the December meeting were reviewed
- Motion to approve was made by Liz Michaud / Nancy Mayland 2<sup>nd</sup>. All in favor

Correspondence:

- No Correspondence was received
- We need to send a Thank you note:
  - Lorraine Senechal for her service on the Board of Trustees

Treasurer's Report:

- Report reviewed and attached.
- Motion to accept the report and place it on file subject to audit was made by Liz Michaud/ Jeanni Worster 2<sup>nd</sup>. All in favor.

Director's Report:

- Kathy asked a question about updating the address on Website/blog. A decision was made to leave the street address at the top, and put the mailing address at the bottom of the front page.
- Kathy reported that the Friends Group would like to start a Book Club and asked for approval from the Trustee Board. As it will be open to the public and held during regular hours the Board felt that Kathy could make that decision.
- Kathy asked about a NH Authors Fair proposal from Dan Szczesny. Nancy checked our Meeting Space Policy and it was determined that this would be a standard library program and could be arraigned and scheduled under the Director's review.
- Motion to accept the report was made by Nancy Mayland/Jeanni Worster 2<sup>nd</sup>. All in favor

Friends of the Library:

- It was reported that the Santa Breakfast generated approximately \$900.
- The Board will request a new ceiling fan for the Children's Room.

Old Business:

- Status of the Fire Alarms was discussed, Chief Phillips is monitoring and there is no further action for the library.
- The Parking Lot and Roof upgrades are on hold until spring due to weather.
- The furnace has been repaired and we are waiting on the final invoice.
- Nancy started a discussion of the library policies. She has updated the Table of Contents and will send it to Kathy. Kathy will add it to all necessary locations and check that the book and the posted policies are all the most recent versions.
- A Circulation Desk remodel was discussed. Nancy gave a sample brochure to Kathy and asked her to think about changes and bring back suggestions. Creative ideas were discussed including the director's office and the hallway.

New Business:

- Lorraine Senechal has resigned her position as Library Trustee. Motion was made to accept the resignation with regret by Nancy Mayland/ Jeanni Worster 2<sup>nd</sup>. All in favor.
- Liz Michaud expressed her interest in becoming a Full Board Member. Motion to elevate Liz was made by Nancy Mayland/ Jeanni Worster 2<sup>nd</sup>. All in favor.
- The upcoming NHLTA Conference was discussed, meeting will be held May 23<sup>rd</sup>.

Other Business:

- Joe Forest has agreed to review the Non-Public Policy for future meetings.

Motion to adjourn was made by Liz Michaud/ Nancy Mayland 2<sup>nd</sup>, all in favor  
Meeting was adjourned at 8:36 PM

Action Items:

- Liz to send Thank you Notes.
- Jeanni to give Liz library stationary.
- Liz to check the shed for letterhead and notecards.
- Liz to get sworn in at Town Hall after January 20<sup>th</sup>.
- Nancy to send the updated Policy Table of Contents to Kathy
- Kathy to add update to Policy Book and web site, and insure that all posted policies are the current version.
- Kathy to look for old pictures of the library so they can be displayed.

Liz Michaud  
Acting Secretary