

Griffin Free Public Library
Board of Trustees Meeting
November 14, 2016

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

Absent:

Nancy Mayland called the meeting to order at 6.39pm

Opportunity for the public to speak

- No public was in attendance

Review previous minutes

- The minutes of the October meeting were reviewed.
- Motion to approve with amendments made by Liz Michaud/ Nancy Mayland 2nd. All in favor

Correspondence:

- No correspondence was sent or received.

Treasurer's Report:

- Report reviewed and attached.
- When we buy the chair we will use the unrestricted funds in the gift account
- A discussion was held about end of year operating costs, such as kerosene delivery.
- Motion to accept the report and place it on file subject to audit was made by Nancy Mayland/Jeanne Worster 2nd. All in favor.

Director's Report - see attached:

- Report reviewed and attached.
- GS Troop donated books and Kathy sent a Thank You note.
- Graphic books are more popular and were moved to the children's room for improved circulation.
- Now on Twitter and Instagram to help with marketing, there's a link to Twitter on the web page.
- Liz to send thank you card to Katie Hrubiec for her help with our Facebook page.
- Kathy would like to write a policy about the library card renewal process.
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Friends of the Library:

- The Friends are getting ready for the Santa Breakfast on Dec 10th.
- A discussion was held about giving the Friends President a key to the library. It's not the usual practice at other local libraries and could be a liability, so we will just make sure we are available to open the library.
- The Friends renewed passes that are due to expire in December.

Old Business:

- Reviewed the Maintenance/Repairs List, items were added and updated.

New Business:

- Reviewed the proposal to repair the building foundation.
- Discussion was held about the need to buy new computers for the circulation desk, two need to be replaced soon and then the third computer later. Kathy to look at options and come back to the board with a suggestion.
- Shared Building Maintenance update:
 - Nancy Mayland mentioned that we have most maintenance covered, but could use help with handyman issues. However, these are usually small issues and probably would not get prioritized in a ticket program like the one they use at the school. It seems the best option for the Library is to let the town implement the new system and we can review next year to see if we want to buy in.

Other Business:

- MRI - on track to have the library done in 2018

Motion to enter non-public session pursuant to the provisions of RSA 91-A:3 II (a) & (c) Compensation of a public employee made by Nancy Mayland/ Liz Michaud 2nd. All in favor

Motion to exit non-public session made by Nancy Mayland / Liz Michaud 2nd. All in favor

Revisions were made to the Library Director Review Form, we discussed Kathy's performance and agreed a raise was appropriate.

Motion made to seal the non-public session made by Nancy Mayland / Liz Michaud 2nd. All in favor

Motion to approve the increase for Nancy Growney based on satisfactory review and award her a step increase from a labor grade 16, step 1 to labor grade 16, step 2. Motion by Nancy Mayland/ Jeanni Worster 2nd. All in favor.

Motion to approve the increase for Nancy Growney assuming a successful completion of the probationary period per the contract and award her a step increase from a labor grade 16, step 2 to labor grade 16, step 3. Motion by Nancy Mayland/ Liz Michaud 2nd. All in favor.

Motion to adjourn was made by Nancy Mayland/Liz Michaud 2nd. All in favor
Meeting was adjourned at 9:02pm

Liz Michaud
Secretary