

*Griffin Free Public Library  
Board of Trustees Meeting  
Aug 14, 2017*

**Present:** Nancy Mayland, Chair; Joe Forest, Treasurer; Liz Michaud, Secretary;  
Sharon Bluhm, Alternate; Jeanni Worster, Alternate; Kathy Gowney, Library Director;  
Fay Hanscomb, Book Sale Chair

Nancy Mayland called the meeting to order at 6.35pm

Opportunity for the public to speak

- No public was in attendance

Review previous minutes

- Reviewed the minutes of the July 10 Board of Trustee meeting.
- Motion to approve the minutes made by Liz Michaud/ Joe Forest 2<sup>nd</sup>. All in favor

Correspondence:

- Thank you cards sent to The Friends Group for the snap circuit board

Treasurers Report:

- Report reviewed.
- Supply line usage is high and a discussion was held about the reimbursement from Eversource. It was decided that the reimbursement should be added into the supply line as it paid for the replacement supplies damaged by the power surge.
- A discussion was held about where to recognize the funds received from the sale of the old copier/printer.
- The report was discussed, and changes need to be made. The Report will be adjusted and re-reviewed at the September meeting.

Directors Report:

- Report reviewed.
- The summer reading programs were ramped up this year and it appears they all went well.
- Budget season is starting and we need to schedule a meeting.
- Wireless issues should be resolved with the new upgrade. Kathy suggested that we should have a secure wireless with a firewall between public access and library business. To be considered during budget process for next year.
- Cookbooks are on sale, as are Duck Race tickets (we make 20% on ones we sell).
- The Photo contest is being run again and we already have some entries.
- Will look for volunteers for boxing books next year before the sale.
- The Book Sale and Author Series helped increased some of our statistics
- Tucker Library Chairs: We reviewed a picture and the design matches our library style. We selected fabric and wood, and agreed to add castors for ease in moving. Cost is \$2,182.40 per chair.
- Motion to buy two chairs using the \$1552 in the budget and additional funds from the gift account made by Joe Forest/Nancy Mayland 2<sup>nd</sup>. All in favor.

Annual Library Book Sale:

- Fay Hanscomb joined the meeting to review the 2017 Book Sale.
- We need to reinforce that book donations cannot be accepted during the book sale weekend. We will post blackout dates for book donation next year.
- We will review pricing next year and consider streamlining the pricing
- We need more registers and space for sorting: consider using the space in front of the stage, and possibly move or re-arrange the bleachers to allow for more space by the door.
- Consider moving the bake sale into the hallway across from the Duck Race table.
- Placing the Kids books on the side worked out very well.
- DVDs issue – need to separating them on Sunday.
- Fay would Love to have a white board showing what we've done with the proceeds of the book sale in the past.

Friends of the Library:

- The Friends did well at the book sale; they made over \$130 from bake sale and sold some cookbooks too.
- Pat also did well selling some duck race ticket.
- Cook Books on Sale at the library
- The Friends bought glasses for the Solar Eclipse.

Old Business:

- Reviewed the Maintenance/Repairs List, items added and updated.
- Alternate trustee – Someone contacted Fay about the position but not sure if she's interested in The Board or The Friends. She may join our meeting next month.
- Discussed purchase of a Computer for the treasurer. It should have a version of Word and Excel, and will require Quicken. Gift account funds should be used.
  - Motion to purchase a computer made by Liz Michaud/Nancy Mayland 2<sup>nd</sup>. All in favor

New Business:

- Discussed the Stuffed birds on load to the Audubon, they do not want them anymore as some are falling apart and may also contain arsenic. Liz to call local Taxidermist and UNH Birding to research possible solutions.
- Duck Race bathroom usage: We need to curtail usage from last year as it stressed our septic tank and could possibly cause damage. Kathy suggested we restrict usage to patrons with a library card.
- A Budget Meeting was scheduled for Tuesday Sept 19<sup>th</sup> 6:30

Action Items:

- Liz to send a thank you to the scouts for their help at the book sale
- Liz to send thank you card to Fay for all her work on the book sale
- Joe to see if he can find his key for Quicken 2016.
- Liz to send Sympathy card to Emerson Heald family recognizing his help with the library
- Liz to resubmit the ad for alternate trustee
- Liz to call UNH Birding and find out if they want birds
- Liz to call Taxidermy shop to find out about disposal of birds

Motion to adjourn made by Nancy Mayland / Liz Michaud 2<sup>nd</sup>. All in favor  
Meeting adjourned at 9:15pm

Liz Michaud  
Secretary