

*Griffin Free Public Library  
Board of Trustees Meeting  
October 29, 2018*

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

**Also Present:** Brenda Beer

Nancy Mayland started the meeting started at 6:35pm

Opportunity for the public to speak

- N/A

Review Previous Meeting Minutes:

- Reviewed the minutes of the October Strategic Planning Meeting.
- Motion to approve the minutes made by Liz Michaud/Joe Forest 2<sup>nd</sup>. All in favor.
- Reviewed the minutes of the October Board of Trustee Meeting.
- Motion to approve the minutes made by Joe Forest/Liz Michaud 2<sup>nd</sup>. All in favor.

Correspondence:

- No correspondence

Treasurers Report:

- Reviewed the Treasurers Report for October.
- Doing well against the budget, we are 71% with 83% of the year. We're a little low on maintenance and Kathy has some items we need to do and can be done this year.
- Motion to accept the report subject to audit made by Nancy Mayland/Liz Michaud 2<sup>nd</sup>. All in favor.
- Book Sale Money: Bill Herman suggested we start a second account to begin building money towards a library expansion. This can be done at either at St Mary's or somewhere else with a better return. The Board discussed investing most of the money in our Book Sale Funds account in a new account with no more than a two-year minimum renewal. Joe Forest to research investment CD's.

#### Directors Report:

- Report reviewed and discussed.
- Kathy received an estimate from SJL to replace the florescent lights with LED lights. We have money in the operating funds to pay for this work to be done this year. Consensus of the Board was to go ahead with the work.
- Kathy still looking for estimates to refurbish the library sign as we need to provide more than one quote to the Board of Selectmen. Nancy and Joe gave some additional names of companies.
- A Telescope was anonymously donated to the Library.
- Motion to accept the telescope made by Liz Michaud/Nancy Mayland 2<sup>nd</sup>. All in favor.
- The telescope will be raffled off at the skywatch this Wednesday 11/14 at 6:30pm
- Reviewed a subscription quote from GSC IT Sonic Wall Security. The quote is for three years and offers a huge savings for three years rather than purchasing on a yearly basis; over 50% savings. Joe will work with the accountant to determine how we need to account for it in the budget. Consensus of the Board was to go ahead with the three-year subscription.
- Received a two-year contract renewal for KOHA/Bywater Solution. Kathy says they are a good company to work with and she recommends renewal. Consensus of the Board was to renew the contract.
- The Kanopy Contract is also up for renewal, and the friends are paying for this service.
- Statistics looks good and we like the new stats being kept.

#### Friends of the Library:

- Buying a wreath for library door, fundraiser for a Dance Troop going to Disney
- Friends renewed the Ancestry.com
- Friends discussed plans for the Santa Breakfast

#### Old Business:

- Reviewed the Maintenance/Repairs list. The library needs a new toilet seat, Kathy to purchase new one and ask Frank to install.
- Strategic Planning Meeting – next schedule Monday Jan 21<sup>st</sup> 6:30.
- Joint Personnel Meeting scheduled Nov 19<sup>th</sup> at 6pm
- Alternate Trustee: Brenda Beer has expressed interest in becoming an Alternate on the Board.
- Motion to recommend Brenda Beer to be sworn in as an Alternate Trustee made by Liz Michaud/Nancy Mayland 2<sup>nd</sup>. All in favor.

#### New Business:

- Investment Policy: Joe Forest emailed sample policies from other NH Libraries for review and discussion by the Board. We determined that the Board felt more comfortable working with someone with a local physical presence. We also would prefer a bank or Federally Insured Investment company. We all are going to review the Hookset policy and see how we might alter it to suit our needs. To be discussed next month.

Any Other Business:

Actions Items:

- Joe Forest to research investment CD's.
- Brenda to attend and be sworn in at the Selectman Meeting.
- Everyone to review the Hookset Investment Policy for discussion next month.
- Liz to update the contact list
- Liz to send past meeting minutes to Brenda

Motion to adjourn the meeting made by Nancy Mayland/Liz Michaud 2<sup>nd</sup>. All in Favor.

Meeting adjourned at 8:23pm

Liz Michaud  
Secretary