

*Griffin Free Public Library
Board of Trustees Meeting
December 10, 2018*

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

Nancy Mayland started the meeting started at 6:33pm

Opportunity for the public to speak

- N/A

Review Previous Meeting Minutes:

- Reviewed the minutes of the November Board of Trustee Meeting.
- Motion to approve the minutes made by Liz Michaud/Joe Forest 2nd. All in favor.

Correspondence:

- No correspondence

Treasurers Report:

- Reviewed the Treasurers Report for November.
- Biggest expense is the down payment for the LED lights, these are installed and look great.
- Discussion about the shelving that was ordered in May, and we are still waiting on delivery. Kathy spoke with town hall about encumbering the funds if they are not delivered by 12/31.
- Motion to accept the report and place it on file subject to audit made by Nancy Mayland/Liz Michaud 2nd. All in favor.

Directors Report:

- Report reviewed and discussed.
- Discussion about spending available funds on lending materials and Hoopla.
- Discussion about Overdrive Advantage.
- Statistics looks good and most continue to rise.

Friends of the Library:

- Santa Breakfast went well, we don't have final numbers
- The raffles were pulled, and items distributed.
- Passes are going out and the Aquarium is going out approx. 1xwk.

Old Business:

- Strategic Planning Meeting – rescheduled to Monday Jan 17th 6:30.

New Business:

- Discussion about giving a key to the President of the Friends Group. Kathy will make a new key and give it to Marie.
- Discussion about an investing funds. Joe Forest shared some examples of rates from local banks. Service Credit Union seems to have the best rates 272 for 15 months (annual 275). Nancy suggested we move forward with investing some money, and Joe will contact the Bedford office of SCU to pursue opening an account.
- Discussion of Hookset Investment Policy tabled to next month.
- Discussion about reviewing the Employee Review Processes as part of Kathy's Annual Review. The Board would like to look at an example of one of the reviews done by Kathy in 2018. Motion to request to see the annual reviews for Hope and Mary in order that we can review the process only made by The Board. All in favor.

Any Other Business:

Motion to enter non-public session pursuant to the provisions of RSA 91-A:3,II(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee made by Nancy Mayland/ Liz Michaud 2nd. All in favor.

Performance Review reviewed.

Motion to exit non-public session pursuant to the provisions per RSA 91-A:3,II(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee made by Nancy Mayland/ Liz Michaud 2nd.

Motion to approve the increase for Kathy Growney from a Labor Grade 16, Step 4 to Labor Grade 16, Step 5 made by Joe Forest / Liz Michaud 2nd. All in favor.

Actions Items:

- Liz to make a note to discuss the Library Sign remodel in March.
- Liz to add to the agenda for next month a review of the Purchasing Policy.
- Liz to send past meeting minutes to Brenda

Motion to adjourn the meeting made by Joe Forest/Nancy Mayland 2nd. All in Favor.

Meeting adjourned at 8:26pm

Liz Michaud
Secretary