

*Griffin Free Public Library
Board of Trustees Meeting
March 11, 2019*

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

Nancy Mayland started the meeting started at 6:32pm

Opportunity for the public to speak

- N/A

Review Previous Meeting Minutes:

- Reviewed the minutes of the February Board of Trustee Meeting.
- Motion to approve the minutes after date correction made by Joe Forest/Liz Michaud 2nd. All in favor.
- Reviewed the minutes of the January 31 Strategic Planning Meeting.
- Motion to approve the minutes made by Liz Michaud/ Joe Forest 2nd. All in Favor, Joe Forest abstained as he was not at the meeting.
- Reviewed the minutes of the March 5 Strategic Planning Meeting.
- Motion to approve the minutes made by Liz Michaud/ Joe Forest 2nd. All in Favor.
- Reviewed Action Items, one item not completed will be added to this month's action items.

Correspondence:

- Thank you notes sent - No other correspondence.

Treasurers Report:

- Reviewed the Treasurers Report for January.
- Motion to accept the report and place it on file subject to audit made by Liz Michaud/ Nancy Mayland 2nd. All in favor.
- Nancy mentioned we were way under for payroll expenses in 2018. Kathy will ask for a monthly report from Town Hall so she can keep track and allow the staff to work additional hours.

Directors Report:

- Report reviewed and discussed.
- Discussed the quotes for the sign repairs. We still have not received an updated quote from Bilsign and we feel we cannot wait any longer.
- Motion to proceed with the sign repairs from Turn1 Graphics in the amount of \$2,963.50 made by Nancy Mayland/Joe Forest 2nd. All in favor.
- Children's shelving has finally arrived, but some of the shelves arrived incorrectly. They are on order and they will deliver soon.
- Kathy would like to attend the Primex conference in May.

- We are running out of space in the sheds for book sale donations. We will need to make some decisions soon.
- Statistics looks good and most continue to rise.

Friends of the Library:

- The Friends are doing a fund raiser at the 99 Restaurant on March 27th.
- The Friends will host a table at elections in March. Pat will set up the table. Brenda created a basket for a free raffle.
- The Friends discussed doing a fund raiser on May 11th.
- Nancy discussed using the square for credit cards.

Old Business:

- Strategic Planning Meeting – scheduled for Thursday April 11th at 6:30.
- Repairs list reviewed, need to add repair the book shed Door.
- Investment Policy and Gift Accounts rescheduled to next month.

New Business:

- Joe is posting monthly copies of the Treasurers' report in our book
- Discussed advertising for an Alternate.

Other Business:

- Two Correspondence received by Nancy. One was a Thank You card from Kathy for the holiday gifts. The other was a Thank You from Chris Chickering for the holiday gifts.
- Motion to donate the old children's shelving to Mary to be used as rabbit hutches made by Liz Michaud/Nancy Mayland 2nd. All in favor.

Actions Items:

- Everyone to put together a list of volunteers to call for the Book Sale.
- Nancy to talk to the Fire Chief about using the safety complex for Book Sale.
- Liz to update the Repairs spread sheet.
- Liz to add discussion of the Investment Policy to the April agenda.
- Liz to add discussion of the Gift Account to the April agenda.
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Motion to adjourn the meeting made by Liz Michaud/Joe Forest 2nd. All in Favor.
Meeting adjourned at 7:47pm

Liz Michaud
Secretary